

# **Welcome to the SHARP/SMART Skype Upgrade Conference**

# Housekeeping:

- All questions should be submitted via email to [Nancy.Ruoff@ks.gov](mailto:Nancy.Ruoff@ks.gov)
  - Questions can be submitted during or after the presentation
  - Q&A will be distributed to all participants at a later date
- Participant phone lines will be muted
- Messaging within the Skype meeting will be turned off

# SMART Updates

## Agenda:

- General Upgrade Information
- Introduction to Fluid and Navigation
- Changes with PUM26 / PeopleTools 8.56
- Q&A

## General Upgrade Information

- SMART is upgrading from PeopleSoft Finance version 9.2 Image 24 to version 9.2 Image 26
- At the same time, PeopleTools is upgrading from 8.55.19 to 8.56.12
- The upgrade will occur between 6 p.m. Friday March 29<sup>th</sup> and 7 a.m. Tuesday April 2<sup>nd</sup>
- SMART will be unavailable to users during the upgrade timeframe

## Introduction to Fluid and Navigation

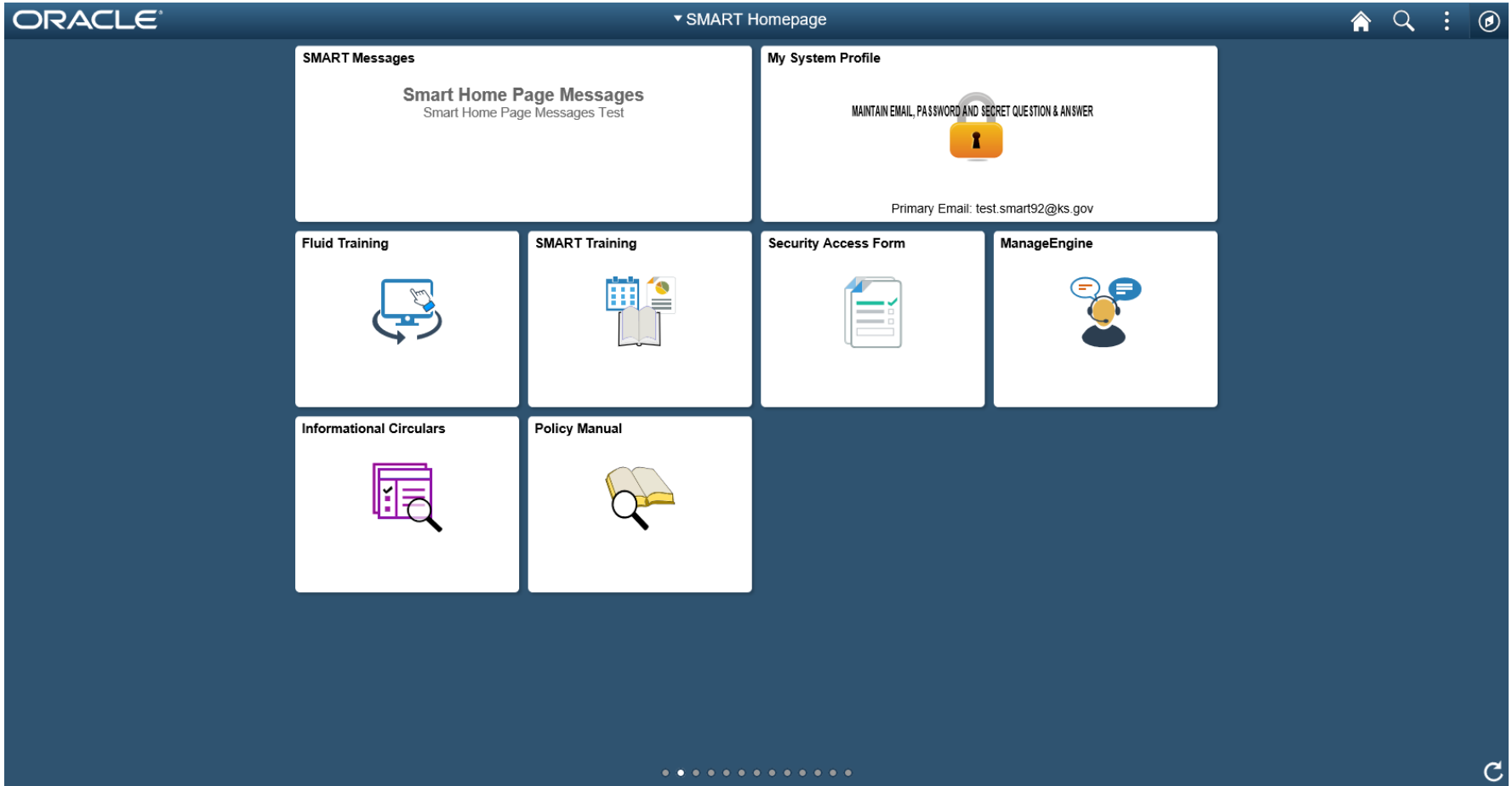
- Fluid is the new PeopleSoft user interface
  - Automatically reformats pages to fit the device



## Fluid and Navigation - continued

- Fluid utilizes ‘homepages’ for navigation
  - A homepage is a collection of ‘tiles’
  - Each tile has a collection of pages behind it
- Homepages and tiles allow pages to be grouped together in a logical way based on how the State of Kansas uses the system
- The homepages/tiles/pages a user can see is based on SMART security role access

## SMART Homepage



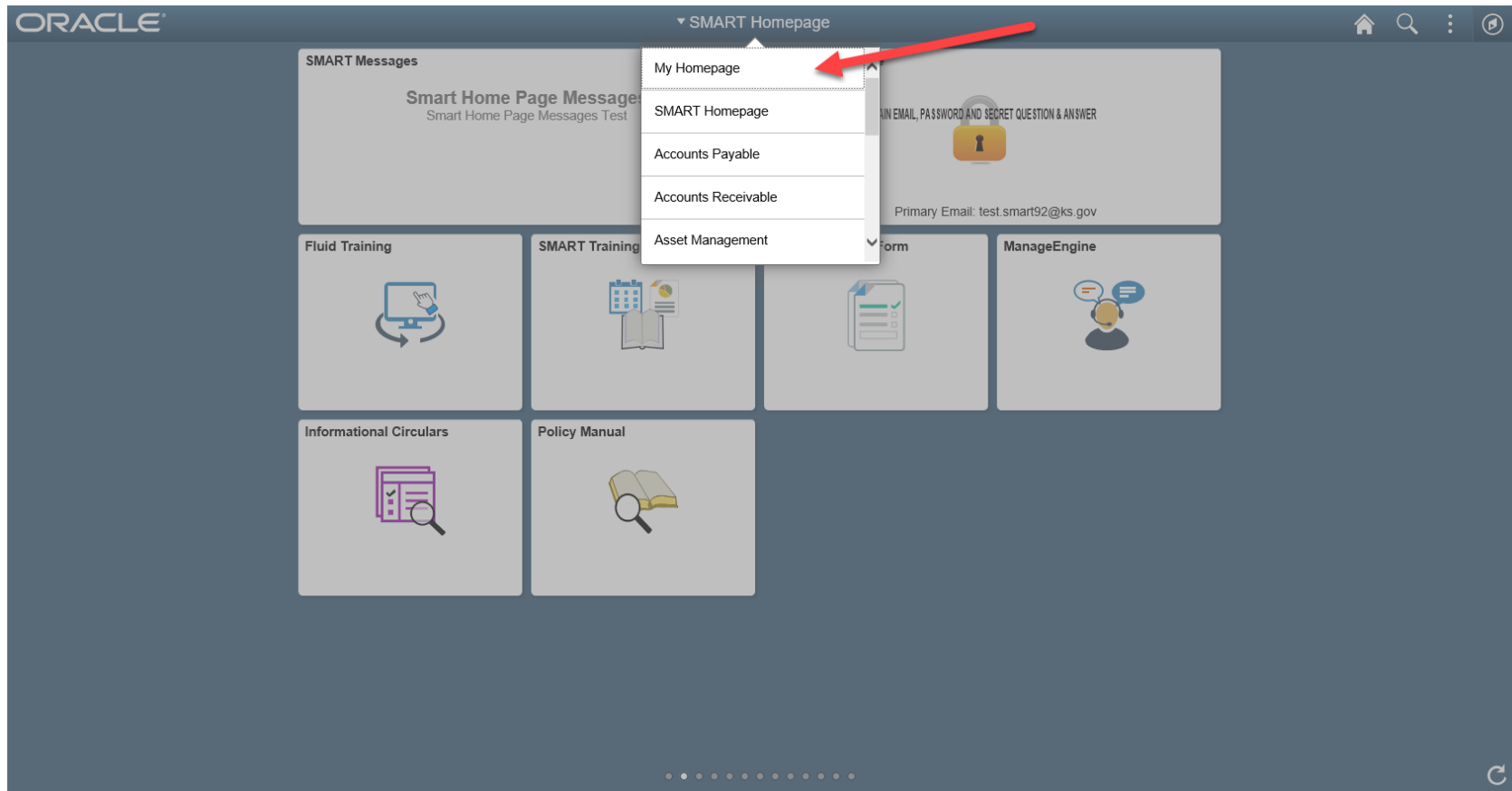
The screenshot displays the SMART Homepage interface. At the top, the ORACLE logo is on the left, and the title "SMART Homepage" is centered. On the right side of the header, there are icons for home, search, and user profile. The main content area is divided into several sections:

- SMART Messages:** A section titled "Smart Home Page Messages" with a sub-message "Smart Home Page Messages Test".
- My System Profile:** A section with the text "MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER" and a padlock icon. Below it, the "Primary Email: test.smart92@ks.gov" is displayed.
- Fluid Training:** A section with an icon of a computer monitor and a hand pointing at it.
- SMART Training:** A section with an icon of a calendar and a document.
- Security Access Form:** A section with an icon of a document with a checkmark.
- ManageEngine:** A section with an icon of a person wearing a headset.
- Informational Circulars:** A section with an icon of a document with a magnifying glass.
- Policy Manual:** A section with an icon of an open book with a magnifying glass.

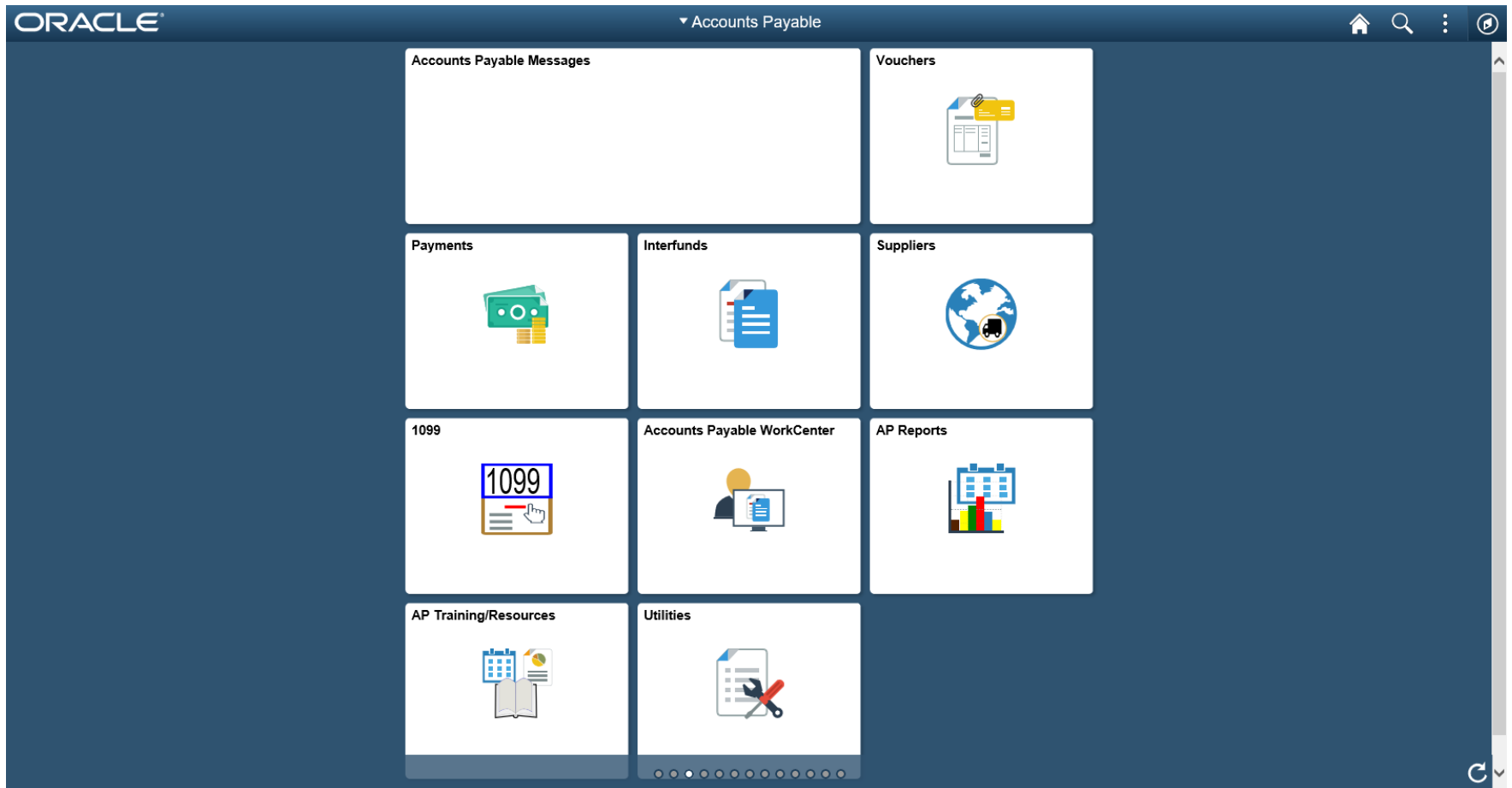
At the bottom of the interface, there is a row of small dots for navigation and a refresh icon on the far right.



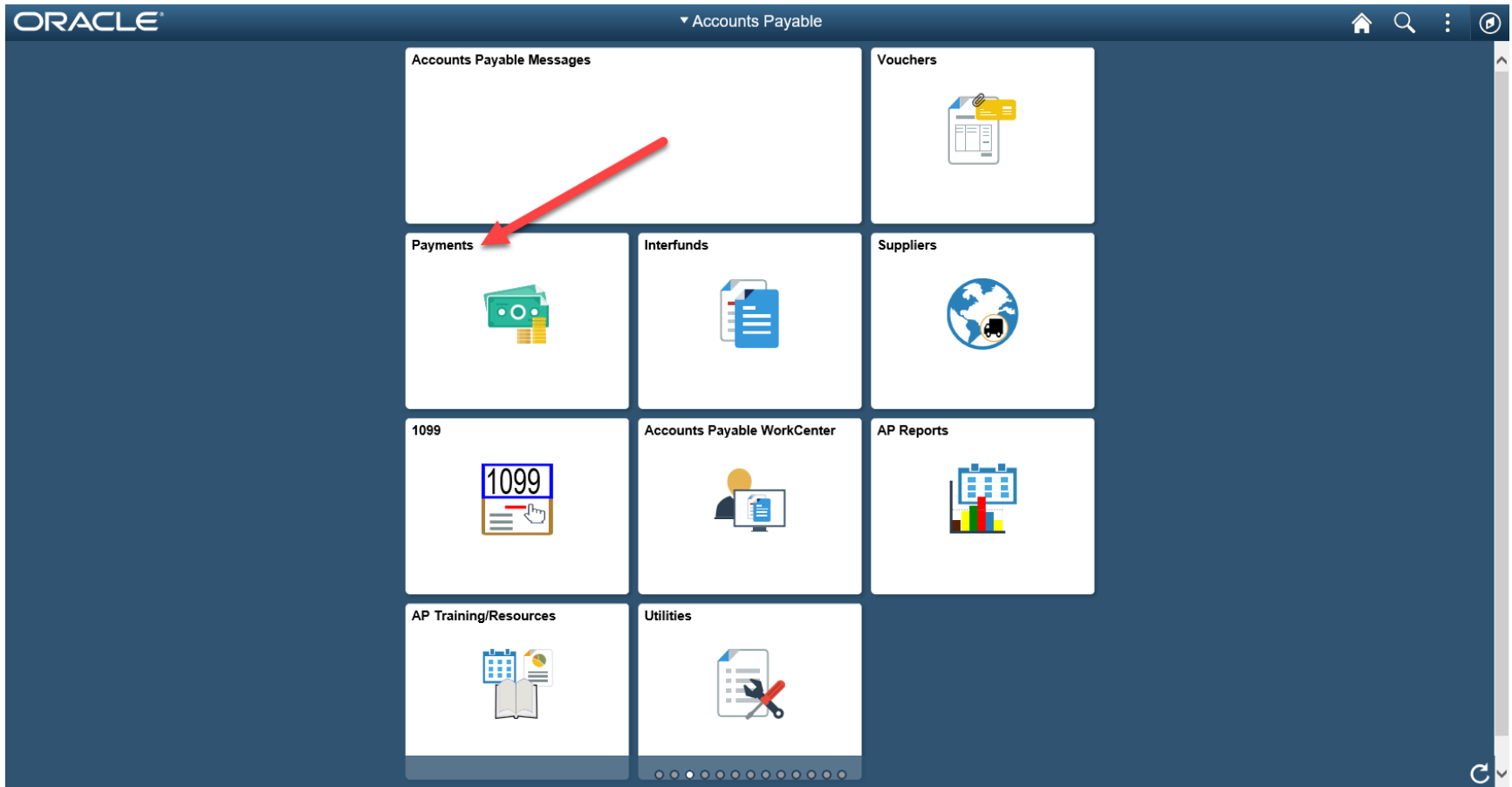
## Module homepages accessed via the center drop-down



Tiles are used to access pages associated with specific functions

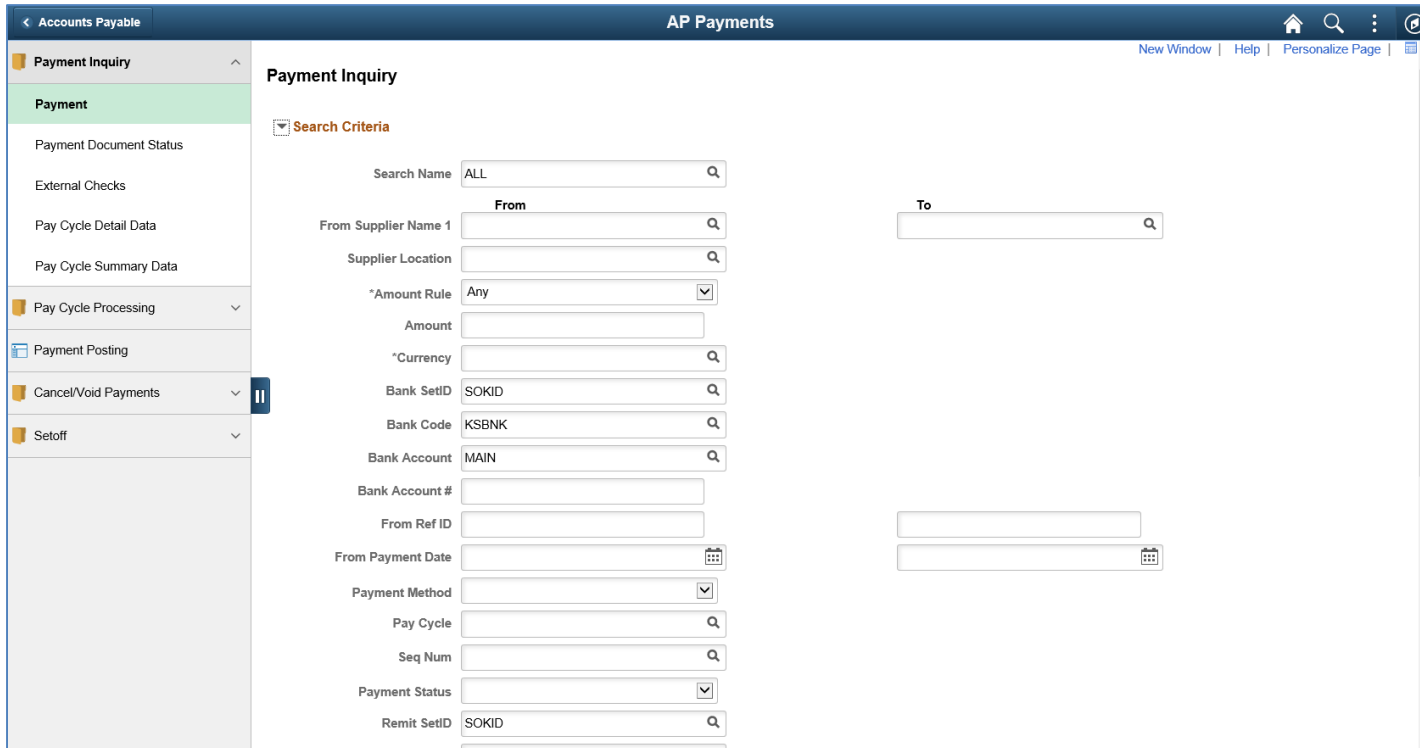


Let's look at the Payments tile on the Accounts Payable homepage



The collection of payment-related pages displays on the left-hand side

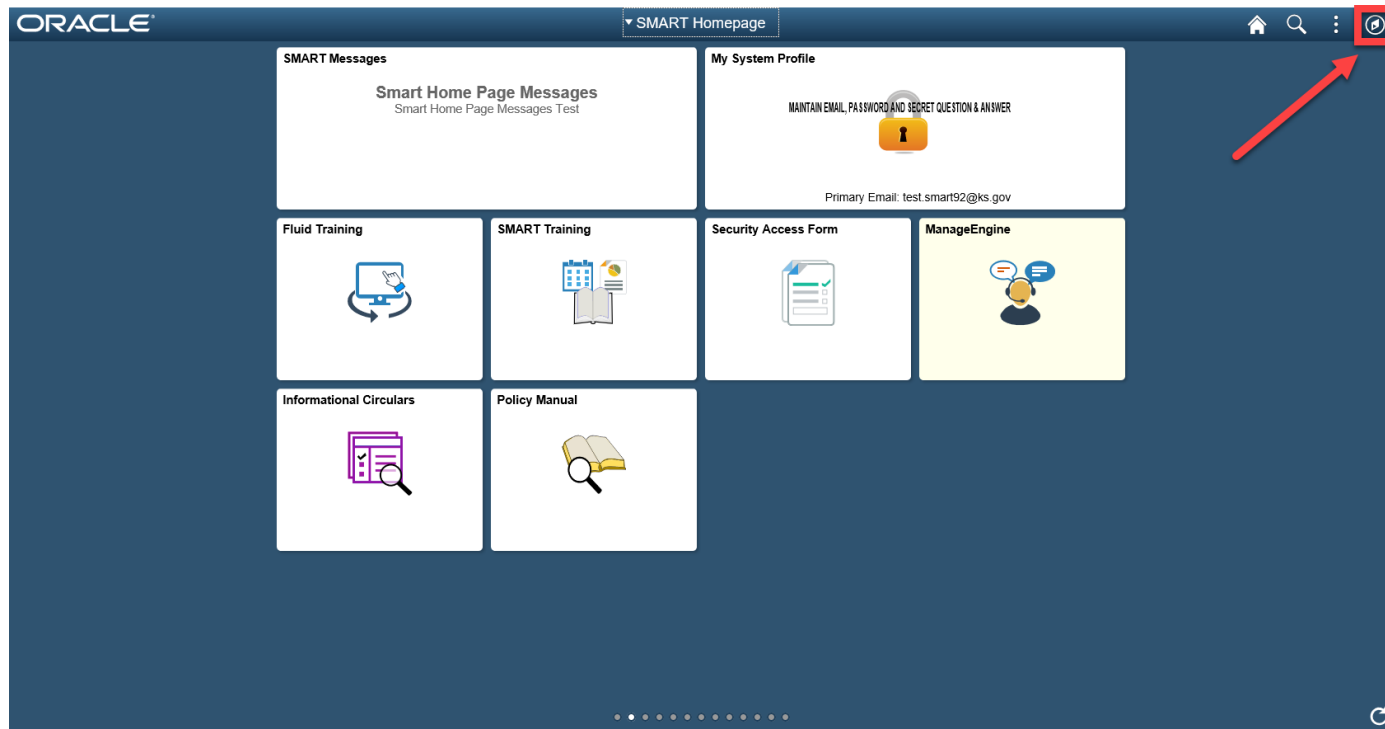
- The first page listed automatically displays in the right pane
- Some pages are grouped using folders



The screenshot displays the SMART Upgrade Accounts Payable interface. On the left, a navigation pane under the 'Accounts Payable' header lists several categories: 'Payment Inquiry' (expanded), 'Payment' (with sub-items: 'Payment Document Status', 'External Checks', 'Pay Cycle Detail Data', 'Pay Cycle Summary Data'), 'Pay Cycle Processing', 'Payment Posting', 'Cancel/Void Payments', and 'Setoff'. The main area, titled 'AP Payments', shows the 'Payment Inquiry' page. It features a 'Search Criteria' section with various input fields: 'Search Name' (set to 'ALL'), 'From' (with a sub-section for 'From Supplier Name 1', 'Supplier Location', '\*Amount Rule' (set to 'Any'), 'Amount', '\*Currency', 'Bank SetID' (set to 'SOKID'), 'Bank Code' (set to 'KSBK'), 'Bank Account' (set to 'MAIN'), 'Bank Account #', 'From Ref ID', 'From Payment Date', 'Payment Method', 'Pay Cycle', 'Seq Num', 'Payment Status' (set to a dropdown), and 'Remit SetID' (set to 'SOKID'). There are also 'To' and 'To' date fields on the right side of the search criteria section. The interface includes standard navigation links at the top right: 'New Window', 'Help', and 'Personalize Page'.

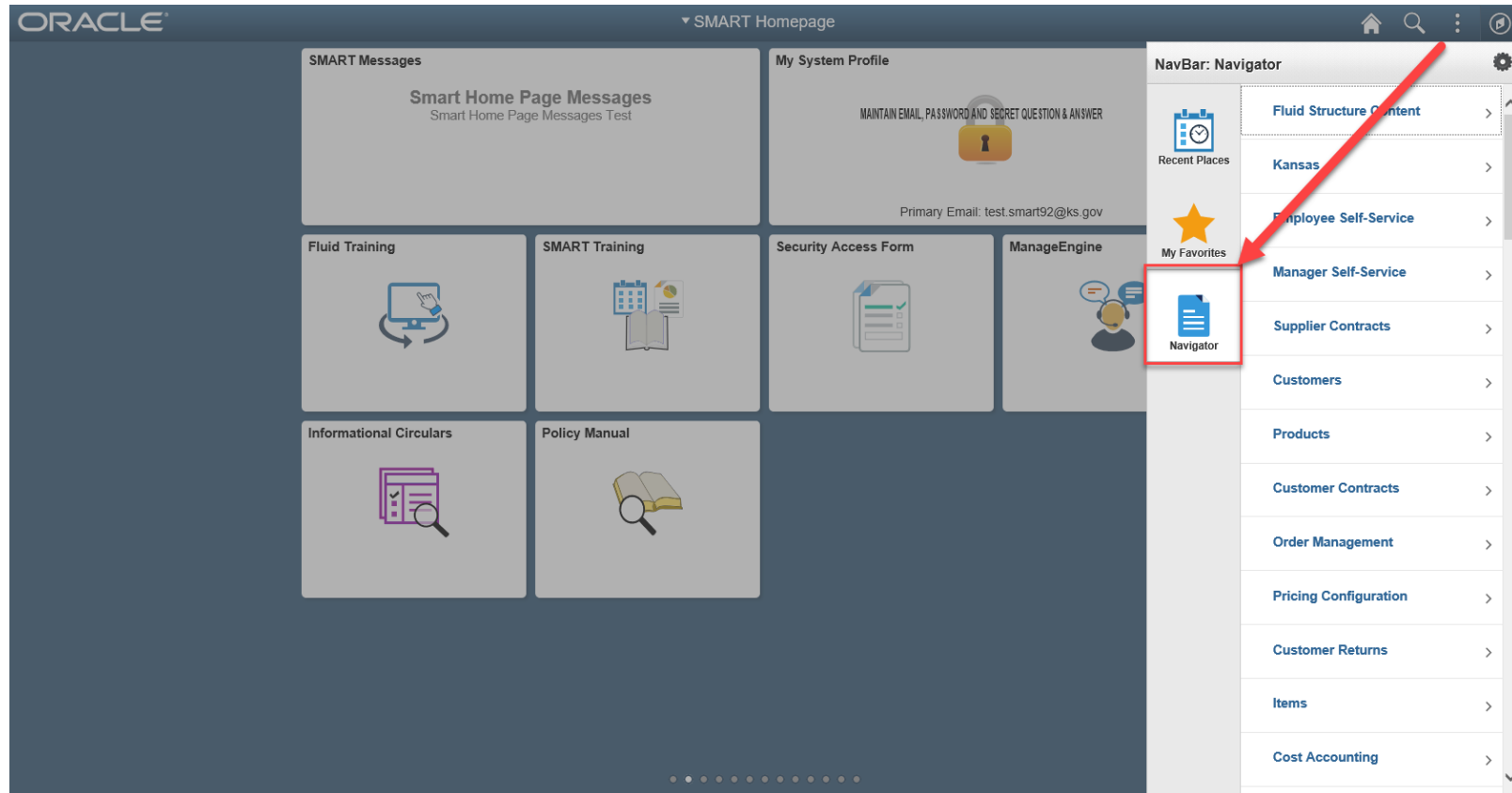
## Fluid and Navigation - continued

- Not every page is mapped to a homepage tile
  - The full navigation menu is available using the NavBar in the upper-right corner

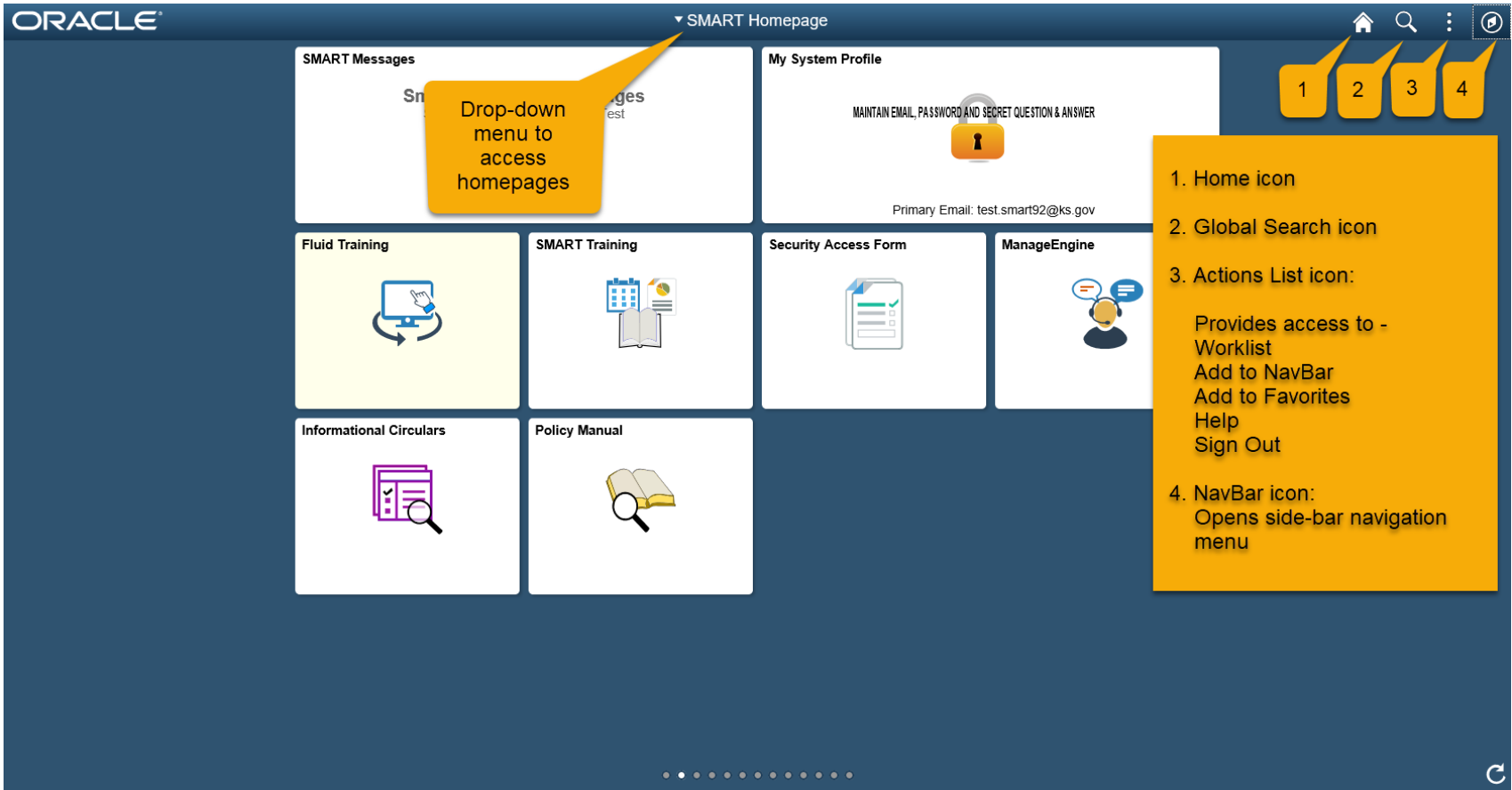


Select 'Navigator' to expand the full menu

- The menu will automatically collapse after a selection is made



## Top Banner features:



The screenshot shows the SMART Homepage interface. The top banner area includes the ORACLE logo, a dropdown menu for SMART Homepage, and four icons labeled 1 through 4. Callouts provide details for each icon:

- Drop-down menu to access homepages**: A callout pointing to the SMART Homepage dropdown menu.
- 1. Home icon**: A callout pointing to the Home icon (house symbol).
- 2. Global Search icon**: A callout pointing to the Global Search icon (magnifying glass symbol).
- 3. Actions List icon**: A callout pointing to the Actions List icon (three horizontal lines with a plus sign). It provides access to:
  - Worklist
  - Add to NavBar
  - Add to Favorites
  - Help
  - Sign Out
- 4. NavBar icon**: A callout pointing to the NavBar icon (circular arrow symbol). It opens the side-bar navigation menu.

The main content area of the SMART Homepage includes sections for SMART Messages, My System Profile (with a login prompt and primary email: test.smart92@ks.gov), Fluid Training, SMART Training, Security Access Form, ManageEngine, Informational Circulars, and Policy Manual.

## Intro to Fluid and Navigation - continued

- A new job aid ‘Using the New Fluid User Interface’ contains more information
- Each module area also has its own ‘Homepage Guide’ document outlining tiles and pages

<https://smartweb.ks.gov/training/fluid-training>



## Changes with PUM26 / PeopleTools 8.56

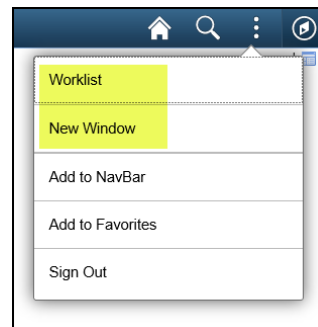
### General:

- Messages Tiles
  - Some module homepages contain a tile for posting important, time-sensitive messages to users
  - This tile always displays in the upper left corner position
  - Tiles will typically be blank to ensure messages are noticed when posted
- ‘Add to Favorites’
  - If user navigated to the page via a Homepage, it adds the tile to Favorites
  - If user navigated to a page via the NavBar > Navigator, it adds the specific page to Favorites

## Changes – continued

### General:

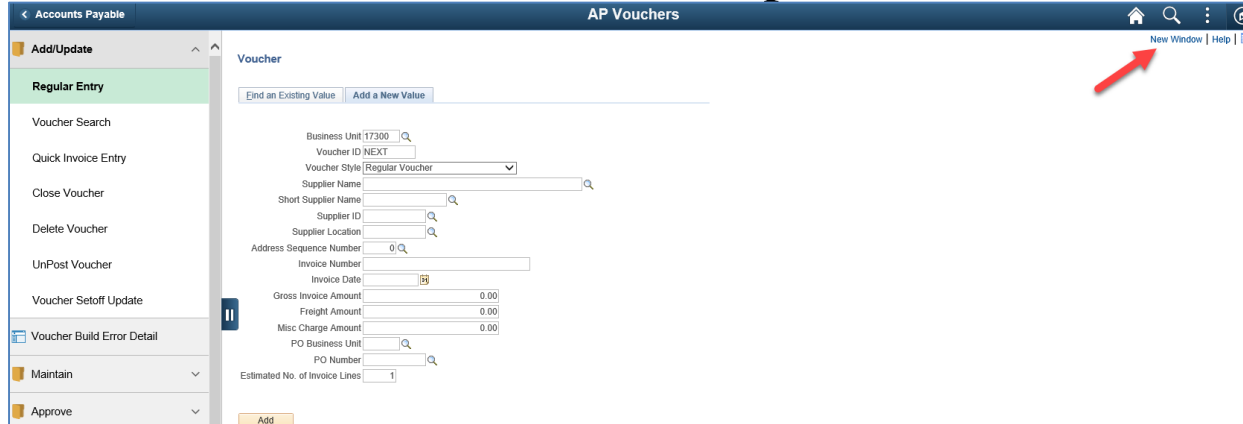
- Some ‘Find an Existing Value’ tabs and Search pages default ‘NEXT’ into the transaction ID field
  - Working on fixing this
- Actions List:
  - New drop-down menu contains ‘Worklist’ and ‘New Window’ links



## Changes – continued

### General:

- ‘New Window’ link – 2 options
  1. Using the link at the top of the page removes the left side menu when the new window opens

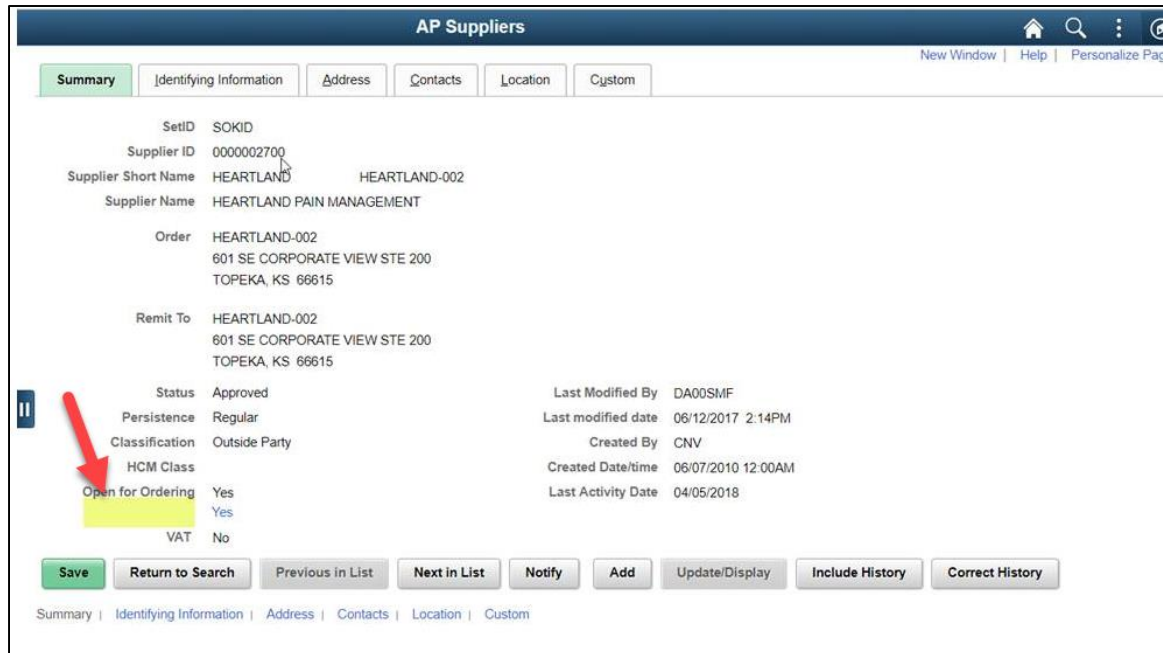


2. Use the link from the Actions List drop-down to retain the left side menu in the new window

## Changes – continued

### Accounts Payable:

- Voucher *Summary* tab - ‘Withholding’ field label missing when the value is YES  
- Working on fixing this



**AP Suppliers**

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: SOKID  
Supplier ID: 0000002700  
Supplier Short Name: HEARTLAND HEARTLAND-002  
Supplier Name: HEARTLAND PAIN MANAGEMENT  
Order: HEARTLAND-002  
601 SE CORPORATE VIEW STE 200  
TOPEKA, KS 66615  
Remit To: HEARTLAND-002  
601 SE CORPORATE VIEW STE 200  
TOPEKA, KS 66615  
Status: Approved  
Persistence: Regular  
Classification: Outside Party  
HCM Class: Yes  
Open for Ordering: Yes  
VAT: No  
Last Modified By: DA00SMF  
Last modified date: 06/12/2017 2:14PM  
Created By: CNV  
Created Date/time: 06/07/2010 12:00AM  
Last Activity Date: 04/05/2018

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

## Changes – continued

### Accounts Payable:

- Tabs on the Supplier pages
  - Tabs do not display when using the ‘Return to Search’ button at the bottom of a supplier record and then executing a new supplier search
  - Working on fixing this
  - Workaround is to click ‘Add/Update Supplier’ in left-hand menu to return to the search page

## Changes – continued

### Accounts Payable:

- Tabs on the Supplier pages

**Accounts Payable** **AP Suppliers**

**Add/Update Supplier**

**Summary** | Identifying Information | Address | Contacts | Location | Custom

SetID: SOKID  
 Supplier ID: [redacted]  
 Supplier Short Name: [redacted]  
 Supplier Name: [redacted]  
 Order: [redacted]  
 Remit To: [redacted]

Status: Approved  
 Persistence: Regular  
 Classification: Outside Party  
 HCM Class: [redacted]  
 Open for Ordering: Yes  
 Withholding: No  
 VAT: No

Last Modified By: FIRSTLOGIC  
 Last modified date: 05/30/2015 10:06AM  
 Created By: CNV  
 Created Date/Time: 06/07/2010 12:00AM  
 Last Activity Date: 02/10/2017

**Save** **Return to Search** **Notify** **Add** **Update/Display**

Summary | Identifying Information | Address | Contacts | Location | Custom

**AP Suppliers**

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Keyword Search** **Add a New Value**

**Search Criteria**

SetID: [=] SOKID [Q]  
 Supplier ID: begins with [redacted] [Q]  
 Persistence: [=] [ ] [Q]  
 Short Supplier Name: begins with [ ] [Q]  
 Our Customer Number: begins with [ ] [Q]  
 Supplier Name: begins with [ ] [Q]

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All 1-1 of 1

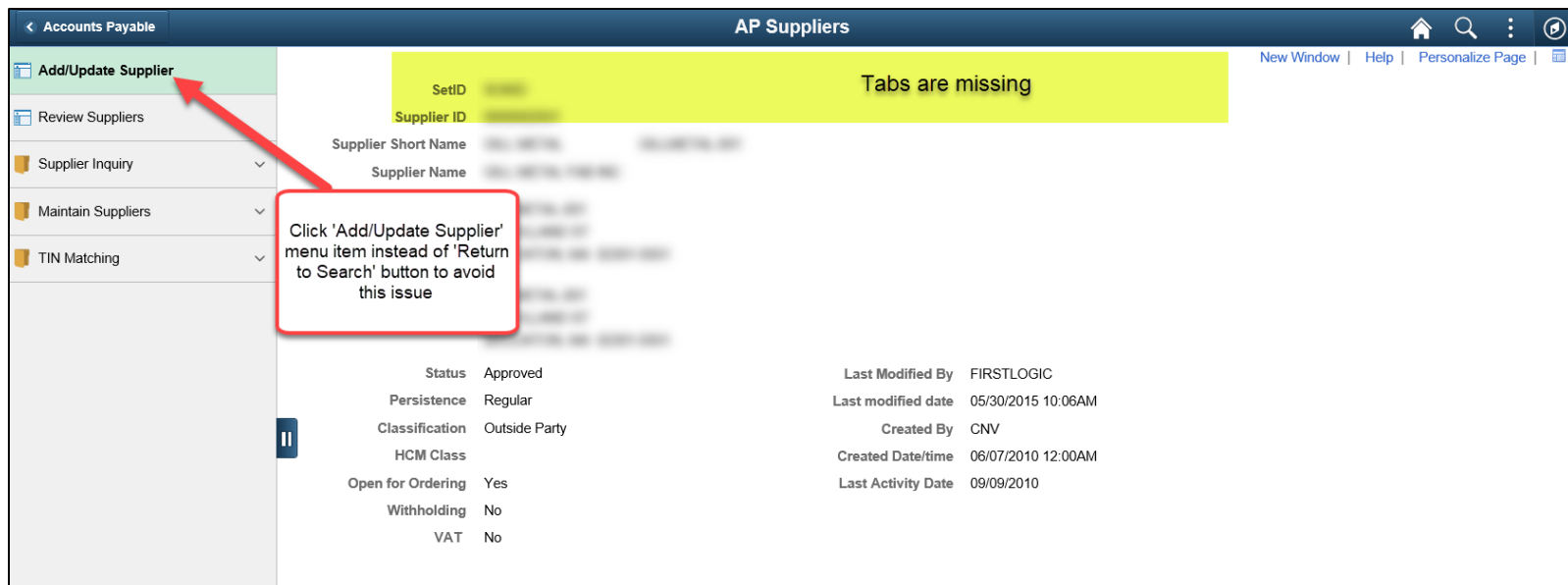
SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
SOKID	[redacted]	Regular	[redacted]	(blank)	[redacted]

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

## Changes – continued

### Accounts Payable:

- Tabs on the Supplier pages



The screenshot shows the 'Accounts Payable' section of the SMART Upgrade interface. The left sidebar contains a menu with the following items: 'Add/Update Supplier' (highlighted in green), 'Review Suppliers', 'Supplier Inquiry', 'Maintain Suppliers', and 'TIN Matching'. A red arrow points from the 'Add/Update Supplier' menu item to a yellow box in the main content area that says 'Tabs are missing'. A red-bordered box contains the text: 'Click 'Add/Update Supplier' menu item instead of 'Return to Search' button to avoid this issue'. The main content area displays a table of supplier information with columns for 'SetID', 'Supplier ID', 'Supplier Short Name', and 'Supplier Name'. Below the table, there are fields for 'Status' (Approved), 'Persistence' (Regular), 'Classification' (Outside Party), 'HCM Class', 'Open for Ordering' (Yes), 'Withholding' (No), and 'VAT' (No). On the right side, there are fields for 'Last Modified By' (FIRSTLOGIC), 'Last modified date' (05/30/2015 10:06AM), 'Created By' (CNV), 'Created Date/time' (06/07/2010 12:00AM), and 'Last Activity Date' (09/09/2010). The top right of the interface includes links for 'New Window', 'Help', 'Personalize Page', and a search icon.

## Changes – continued

### eSupplier:

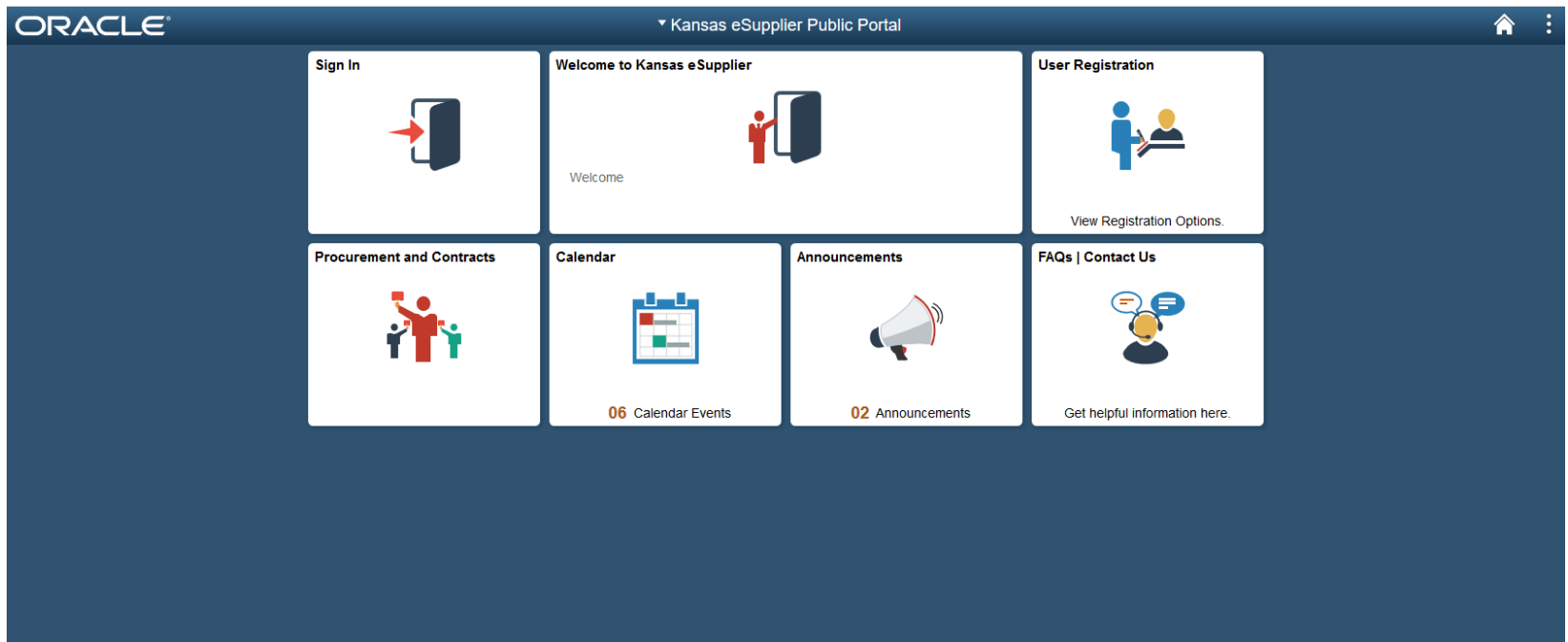
- New URL
  - The URL for the public-facing portal used by bidders and suppliers will change:  
[https://supplier.sok.ks.gov/psc/sokfsprdsup/SUPPLIER/ERP/c/NU I\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://supplier.sok.ks.gov/psc/sokfsprdsup/SUPPLIER/ERP/c/NU I_FRAMEWORK.PT_LANDINGPAGE.GBL)
  - Links will be updated in the following places:
    - Vendor Payment Self-Service website
    - Office of Procurement & Contracts website Bidder Registration page



## Changes – continued

### eSupplier:

- The portal has been updated to utilize new homepage/tile navigation style



## Changes – continued

### General Ledger:

- GL Journal Spreadsheet Upload
  - New version required after the upgrade
  - Please log a ManageEngine Service Desk ticket to request it

## Go-Live Weekend

- Things to be aware of...
  1. Batch Schedule:
    - Nightly batch will run normally Friday night March 29<sup>th</sup>
    - Any interface files submitted during system downtime will remain queued until the system comes back up
    - AM & AR month-end jobs will run Sunday night March 31<sup>st</sup>
    - Weekend jobs will catch up on Monday April 1<sup>st</sup>
    - No paycycles or daily batch on Monday April 1<sup>st</sup>
    - Nightly batch will run on Monday night April 1<sup>st</sup> to process any interface files submitted over the weekend
  2. Scheduled Queries – any query scheduled to run during system downtime will be triggered to automatically run after the upgrade work is complete.
  3. Favorites will be retained – HOWEVER, if a page has changed to the Fluid format, it is technically a different page and may have to be re-added to Favorites

## Go-Live Weekend (continued)

- Things to be aware of...
  4. Browser Compatibility – the Browser Compatibility Document has been updated to reflect the latest information from Oracle regarding what browsers work best with PeopleSoft. A link to the document is on both the SMART & SHARP login pages.
  5. Cache:
    - IMPORTANT: Users should clear browser cache prior to first signon
    - System cache will be cleared so anticipate initial system slowness that will improve with use

# Questions?



# SHARP Updates

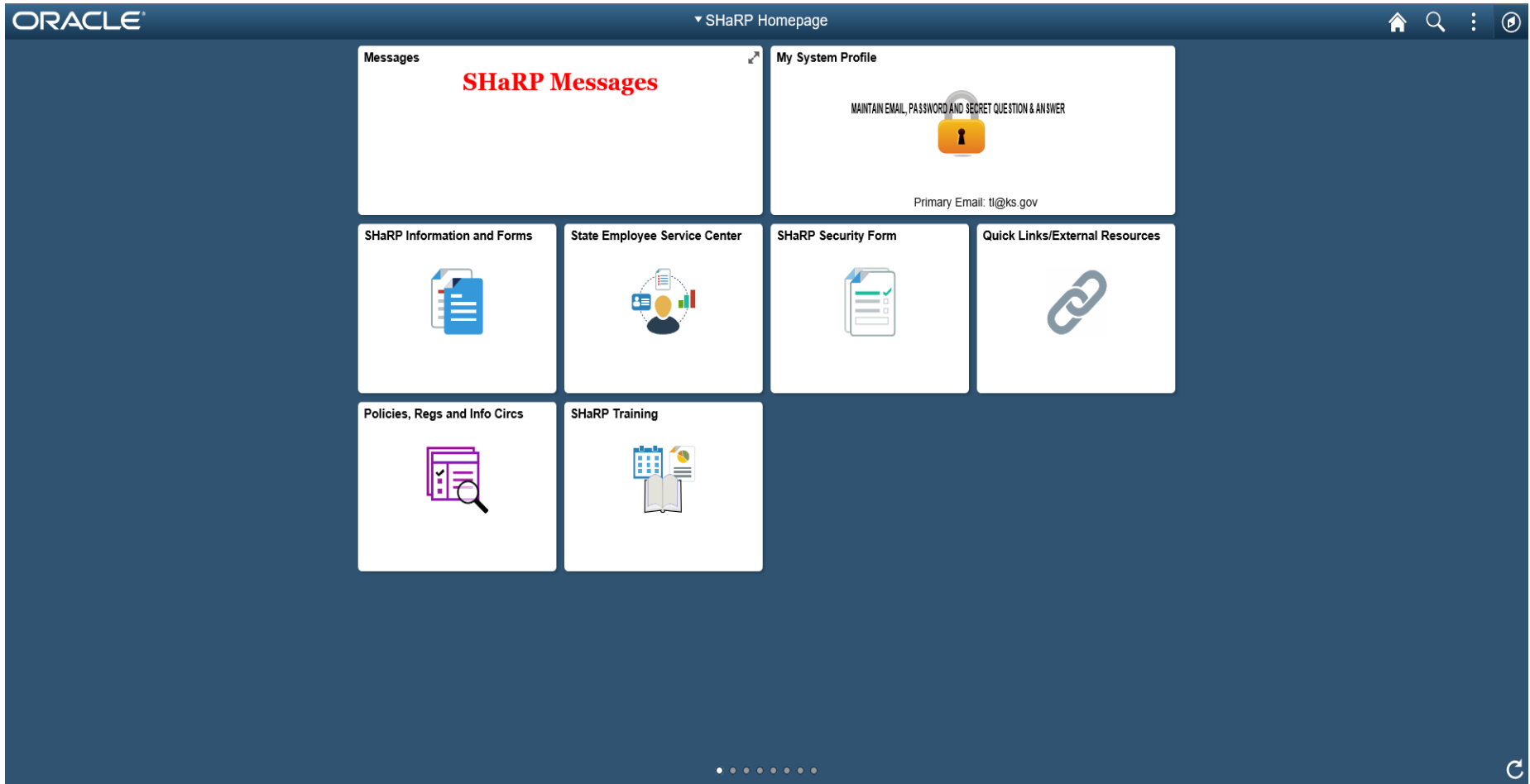
## Agenda:

- SHARP Homepage
- Payroll
- Time and Labor
- Workforce Administration
- Employee Self Service
- Recruiting and Careers
- Key Cutover Dates
- Q&A

- **SHARP is upgrading from PeopleSoft HCM version 9.2 Image 23 to version 9.2 Image 25**
- **At the same time, PeopleTools is upgrading from 8.55.19 to 8.56.12**
- **Includes implementation of new SHARP Careers functionality**
- **The upgrade will occur between 6 p.m. Friday March 29<sup>th</sup> and 7 a.m. Tuesday April 2<sup>nd</sup>**
- **SHARP and Employee Self-Service will be unavailable to users during the upgrade timeframe**



**SHARP Home page: Common Homepage for all SHARP users.  
Each SHARP user will see this as their default homepage.**



## Description of Icons in Top Banner. Tiles are used to access pages associated with specific functions.

▼ SHaRP Homepage

1. 2. 3. 4.

**Messages**

**SHaRP Messages**

**My System Profile**

MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER

Primary Email: tl@ks.gov

**SHaRP Information and Forms**

**State Employee Service Center**

**SHaRP Security Form**

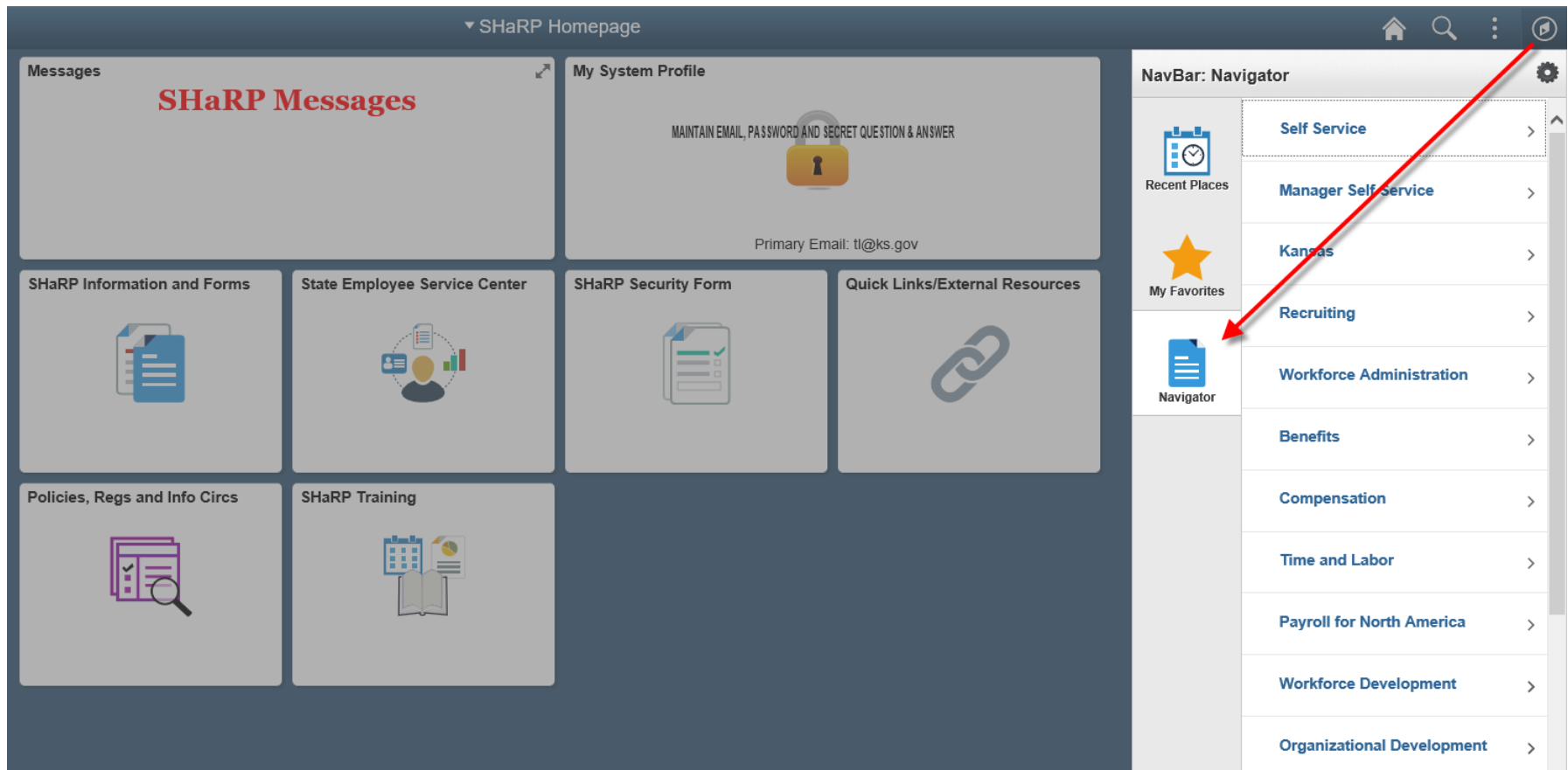
**Quick Links/External Resources**

**Policies, Regs and Info Circs**

**SHaRP Training**

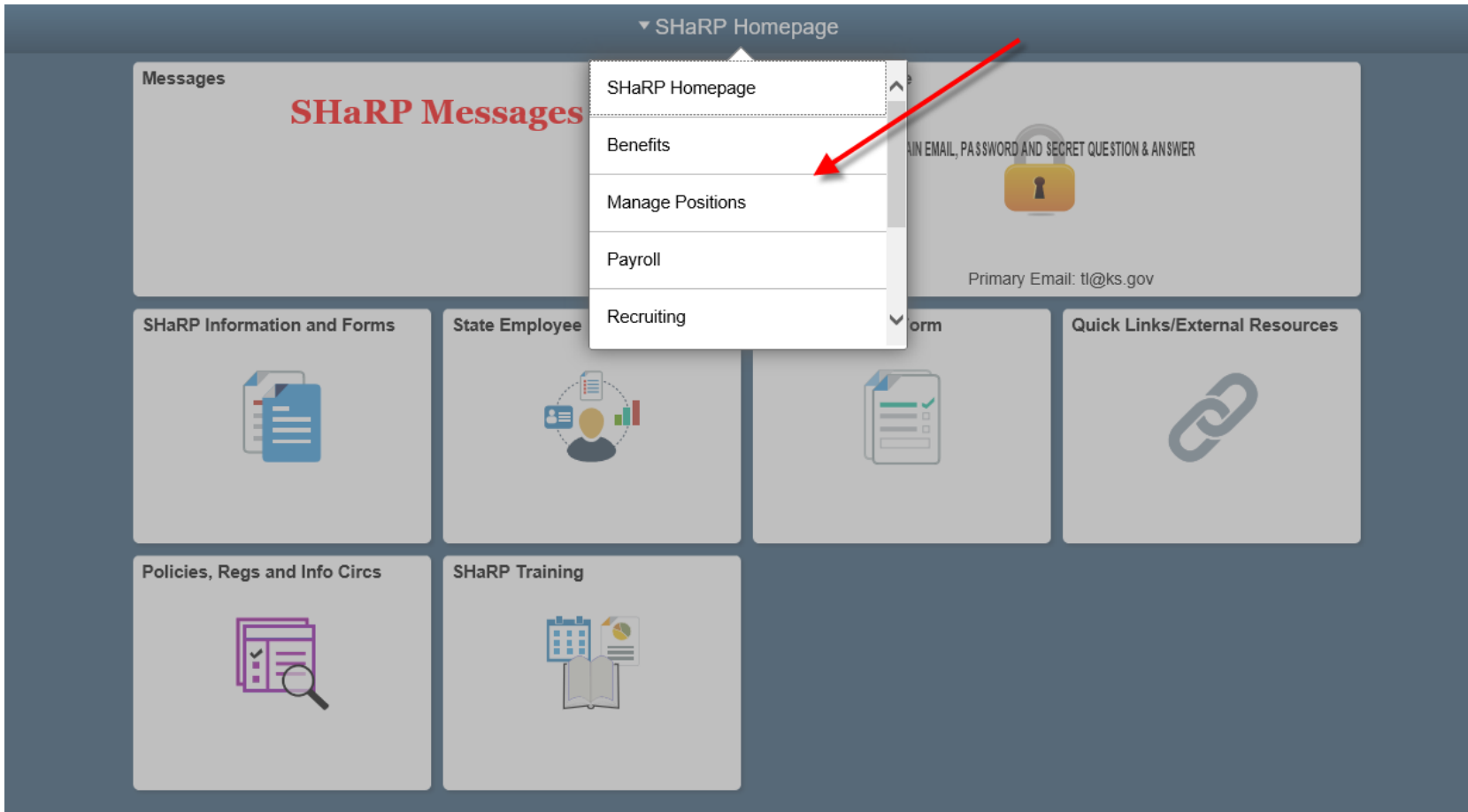
1. Home  
2. Global Search  
3. Sign Out  
4. Navigation Bar  
My Favorites  
Recent Places

**Not all SHARP pages are mapped to a homepage tile; you can use the Navigation Bar to access these pages and any other SHARP pages you have security access to view.**



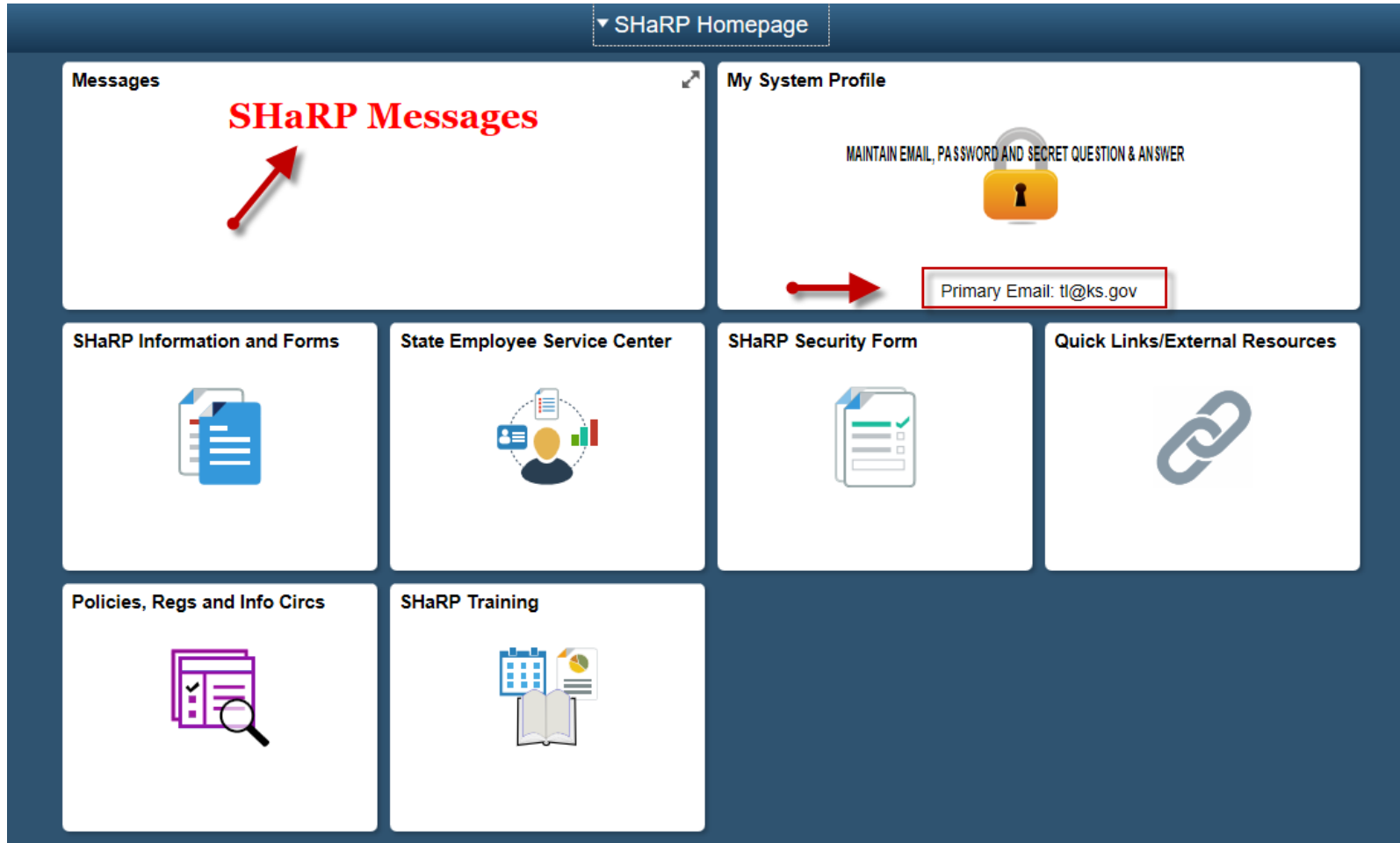
The screenshot displays the SHARP Homepage interface. The main content area features several tiles: 'SHaRP Messages', 'My System Profile' (with a lock icon and text 'MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER'), 'SHaRP Information and Forms', 'State Employee Service Center', 'SHaRP Security Form', 'Quick Links/External Resources', 'Policies, Regs and Info Circs', and 'SHaRP Training'. On the right side, there is a 'NavBar: Navigator' panel. This panel includes a search icon, a home icon, and a list of navigation links: 'Self Service', 'Manager Self Service', 'Kansas', 'Recruiting', 'Workforce Administration', 'Benefits', 'Compensation', 'Time and Labor', 'Payroll for North America', 'Workforce Development', and 'Organizational Development'. A red arrow points from the top right corner of the page to the 'Navigator' icon in the NavBar, indicating how to access the navigation bar.

**Select additional Homepages by clicking on the title of the current Homepage and selecting the homepage of interest in the center list. SHARP Security access will determine how many homepages will appear in the list.**



The screenshot displays the SHaRP Homepage interface. At the top, a header bar contains the text "SHaRP Homepage" with a downward arrow. Below this, a dropdown menu is open, listing several options: "SHaRP Homepage", "Benefits", "Manage Positions", "Payroll", and "Recruiting". A red arrow points to the "Benefits" option. The main content area is divided into several sections: "Messages" (with "SHaRP Messages" in red), "SHaRP Information and Forms", "State Employee" (with a person icon), "Form" (with a document icon), "Quick Links/External Resources" (with a link icon), "Policies, Regs and Info Circs" (with a magnifying glass icon), and "SHaRP Training" (with a book icon). A login section on the right side of the page prompts the user to "ENTER EMAIL, PASSWORD AND SECRET QUESTION & ANSWER" and shows the "Primary Email: tl@ks.gov".

**Read and review messages that display in the **SHaRP Messages** tile. Verify Primary Email address is correct on the My System Profile Tile. If incorrect click on the tile to update the email address.**



The screenshot displays the SHaRP Homepage dashboard. At the top, a dark blue header contains the "SHaRP Homepage" title. Below the header, the dashboard is organized into a grid of tiles. The "Messages" tile in the top-left corner features the text "SHaRP Messages" in red, with a red arrow pointing to it. The "My System Profile" tile in the top-right corner includes the text "MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER" above a yellow padlock icon. Below the padlock, a red arrow points to a text box labeled "Primary Email: tl@ks.gov". The middle row contains four tiles: "SHaRP Information and Forms" with a document icon, "State Employee Service Center" with a person and document icon, "SHaRP Security Form" with a document and checkmark icon, and "Quick Links/External Resources" with a chain link icon. The bottom row contains two tiles: "Policies, Regs and Info Circls" with a magnifying glass over a document icon, and "SHaRP Training" with a calendar and document icon.

**Folder/links behind the SHARP Information and Forms tile. Clicking on the SHARP Customer Service Center link as shown below will open a new window to SHARP Customer Service website.**

SHaRP Homepage

External Links:

- SHaRP Information and Forms
- SHaRP Customer Service Center
- SHaRP Payroll Documents
- SHaRP Payroll Procedures
- Informational Circulars

SHaRP Information and Forms

The right side of this page is intentionally left blank. Click a link from the left side of this page to open an external web

**SHaRP Information and Forms**





**SHARP Customer Service Website Screenshot:**

Kansas.gov | Office of the Governor | State Jobs

**Kansas** Department of Administration  
Excellent customer service, every time!

HOME ABOUT OUR AGENCY OFFICES SERVICES RESOURCES CONTACT US 2018 EMPLOYEE SERVICE AWARD CEREMONY

Home / Offices / Personnel Services / SHARP

**Sign Up**

- SHARP Infolist
- Informational Circulars

**Documents/Forms**

- Reports
- Infolist
- Security Access
- Fluid 9.2 Training and Desk Aids
- 9.2 Training & Desk Aids
- Downloads
- SHARP Contact Information

**WELCOME TO SHARP CUSTOMER SERVICE**

**SHARP**  
STATEWIDE HUMAN RESOURCE AND PAYROLL SYSTEM

**SHARP Hours:**  
Sun-Fri 7:00 AM-6:00 PM  
Saturday 7:00 AM-9:00 PM

**SHARP Help Desk:**  
785-368-8000  
Option 1 (SHARP)  
\* Listen for options

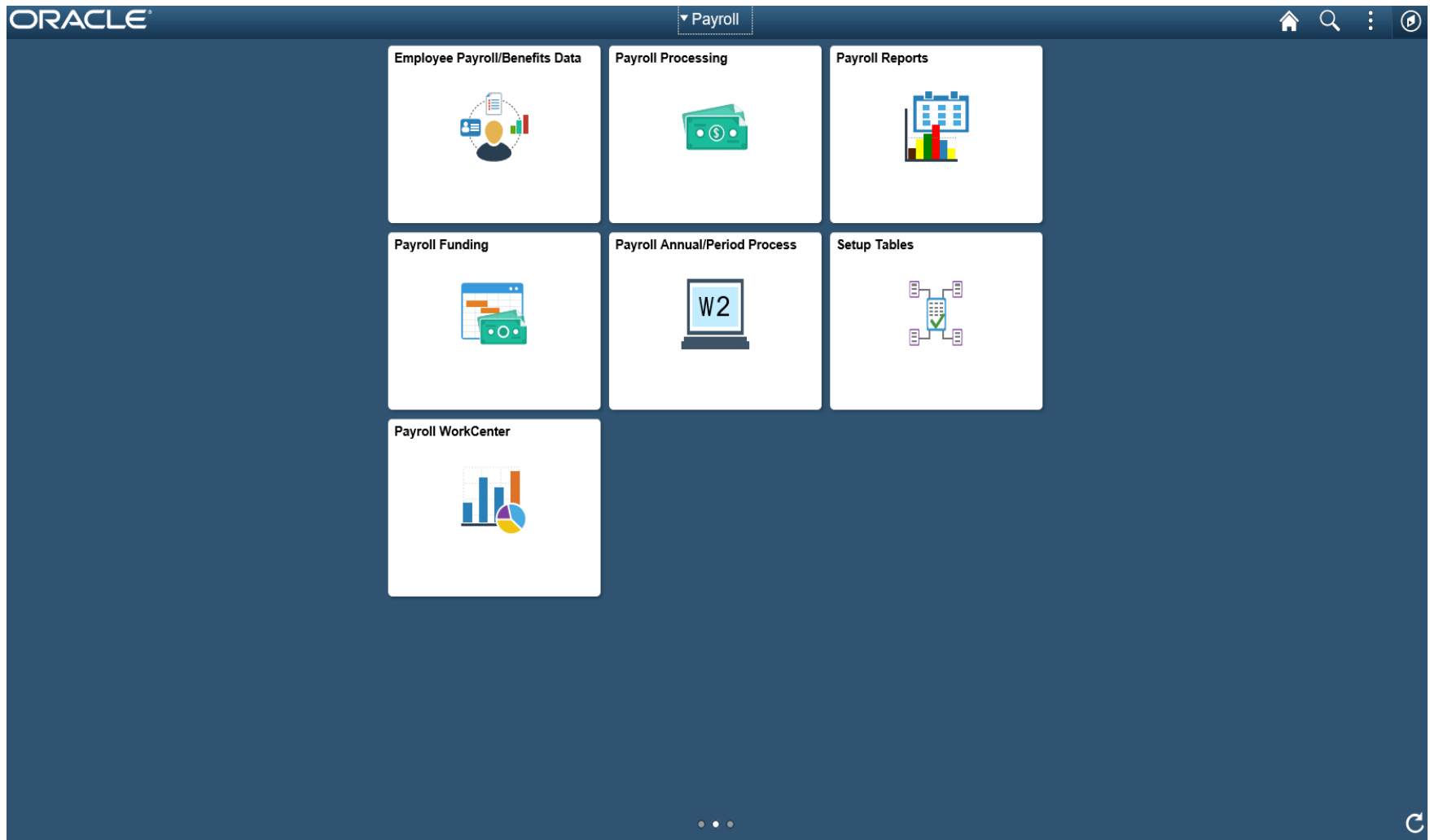
Popular Documents	Popular Requests	Popular Pages
<ul style="list-style-type: none"> <li>Time and Labor Documents</li> <li>Work Schedule</li> <li>Time Reporting Codes</li> <li>Action Reason Guide</li> <li>Paycheck Adjustments - DA180</li> </ul>	<ul style="list-style-type: none"> <li>Corrections</li> <li>Queries</li> </ul>	<ul style="list-style-type: none"> <li>Office of Personnel Services</li> <li>SHARP Document and Forms</li> <li>Bulletins</li> <li>Regulations</li> <li>Holidays</li> <li>Accounting and Payroll (SMART) Forms</li> </ul>

**Browser Information**

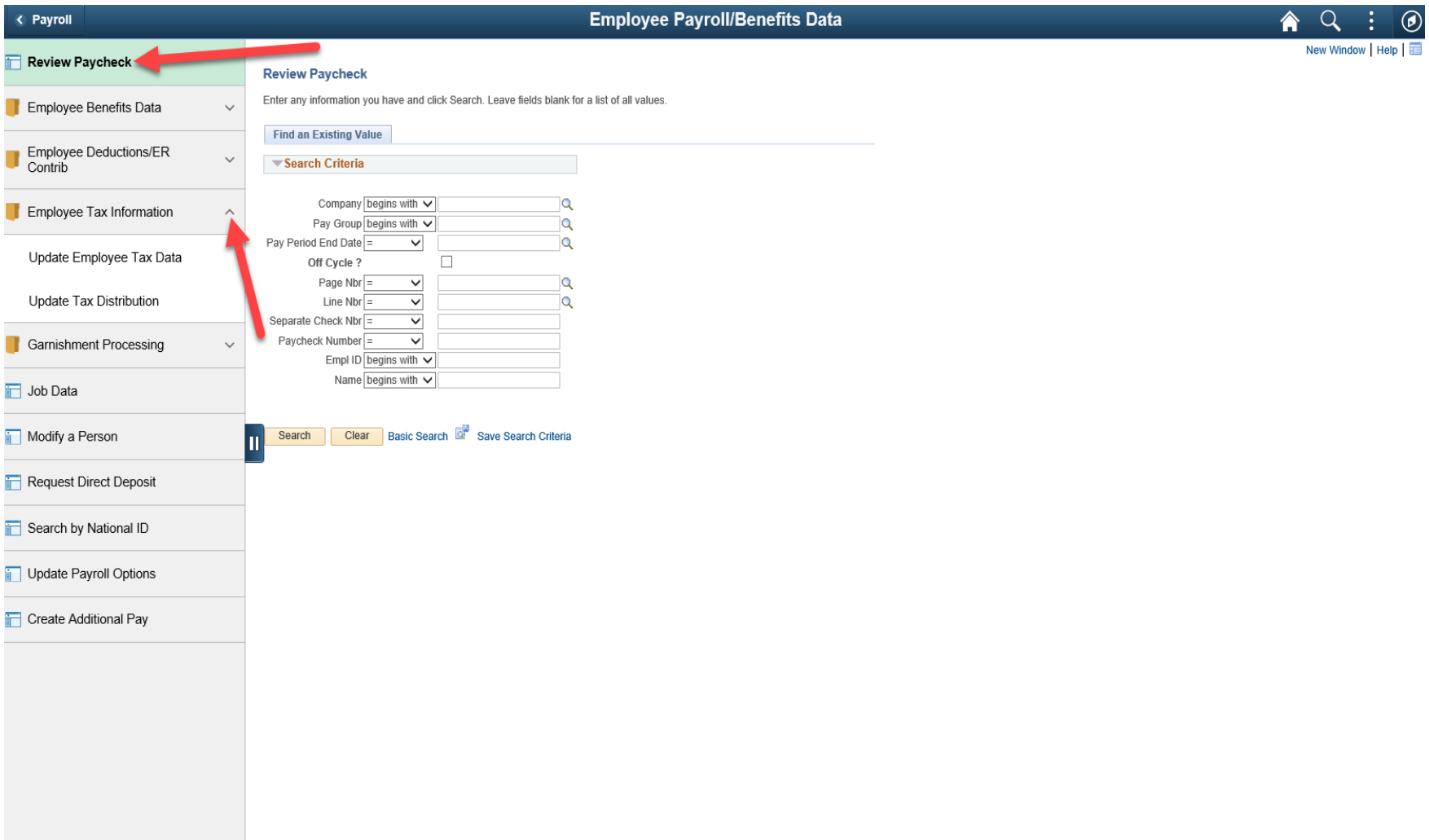
**Common browser issues:** Browser page is stuck on "Processing"; you can't see buttons; pages or files don't open when clicked; Data Warehouse reports won't run.

**Tid:** If you experience problems, delete your browser cache. This way the newest version of the page loads. For help

**Payroll Homepage-security access will determine how many of the seven tiles the user will see**



**Left side navigation collection under the Employee Payroll/Benefits Data tile consists of a single page, link or grouped pages/links in a folder**



The screenshot displays the Payroll Homepage interface. The top navigation bar includes a back arrow, the text "Payroll", the title "Employee Payroll/Benefits Data", and icons for home, search, and user profile. The left navigation menu is expanded, showing various options. A red arrow points to the "Review Paycheck" option, which is highlighted in green. Another red arrow points to the "Employee Tax Information" option, which is expanded to show sub-options: "Update Employee Tax Data", "Update Tax Distribution", "Garnishment Processing", "Job Data", "Modify a Person", "Request Direct Deposit", "Search by National ID", "Update Payroll Options", and "Create Additional Pay". The main content area displays the "Review Paycheck" form, which includes a search criteria section with various input fields and a search button.

**Review Paycheck**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Company  begins with

Pay Group  begins with

Pay Period End Date

Off Cycle ? ☐

Page Nbr

Line Nbr

Separate Check Nbr

Paycheck Number

Empl ID  begins with

Name  begins with

[Basic Search](#) [Save Search Criteria](#)



- **Folders/pages behind the Payroll Processing tile**

< Payroll
Payroll Processing

- Timesheet Review/Approval
- Create Online Check
- Off-Cycle Processing
  - Reprint Paychecks
  - Reverse/Adjust Paychecks**
  - Paysheets
  - Regents Payroll Processing
  - Review Actuals Distribution
  - Review Paycheck
  - Review Paycheck Summary
  - Review Pay Processing Messages
  - Review Self Service Paycheck
  - Job Data
  - Modify a Person
  - Position Data
  - Search by Name
  - Search by National ID

### Reverse/Adjust Paychecks

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value


▼ Search Criteria

Run Control ID begins with

Search
Clear
Basic Search
Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

### Payroll Processing



🔍
⋮
🔄

[New Window](#) | [Help](#)

- **Folders/pages behind the Payroll Reports tile**




The image shows a screenshot of a web application interface. On the right, a large tile titled "Payroll Reports" features a bar chart icon. To the left of this tile is a sidebar menu with the following sections:

- Payroll** (selected)
- Query**
  - Query Manager (highlighted)
  - Query Viewer
  - Schedule Query
- Reports**
  - Balance Summary
  - Chapter 61 Garn Answer
  - Chapter 61 Garn Explanation
  - IWO Employer Answer
  - Payroll Summary
  - Year to Date Balances
  - Cost Center
  - Employee Earnings Record
  - Other Earnings Register
- SHAHP Parameters
- Report Manager
- Worklist

The main content area, titled "Payroll Reports", displays the "Query Manager" interface. It includes a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." and links for "Find an Existing Query" and "Create New Query". Below this is a search form with a dropdown menu for "Search By" (set to "Query Name"), a "Search" button, and an "Advanced Search" link. A "begins with" text box is also present.

At the bottom right of the interface, there is a navigation bar with icons for Home, Search, and Help, along with the text "New Window | Help".

- **Single page behind the Payroll WorkCenter tile**



The screenshot displays the Payroll WorkCenter USA interface. The top navigation bar includes a back arrow, the text "Payroll", and "Payroll WorkCenter USA". The left sidebar contains a "Links" section with "Payroll Links" and two items: "HR/Payroll Checklist for SHaRP" and "Payroll WorkCenter Job Aid". Below this is a "Queries" section with "Query Manager" and "Payroll Queries", which includes "GHI Not Processed", "Checks with ADV Earnings", "Checks with ADVNCE/ADJUST Deds", "KPERs Missing On Check", "ESS Primary Email by Agency", and "Checks with WCH and KPERs". The main content area features a welcome message, instructions on the "Task Panel" and "Work Area", and a list of actions for each pagelet. A "Payroll WorkCenter" tile is shown on the right, featuring a bar and pie chart icon. A "New Window" button is located at the bottom right of the tile.

**Payroll WorkCenter USA**

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

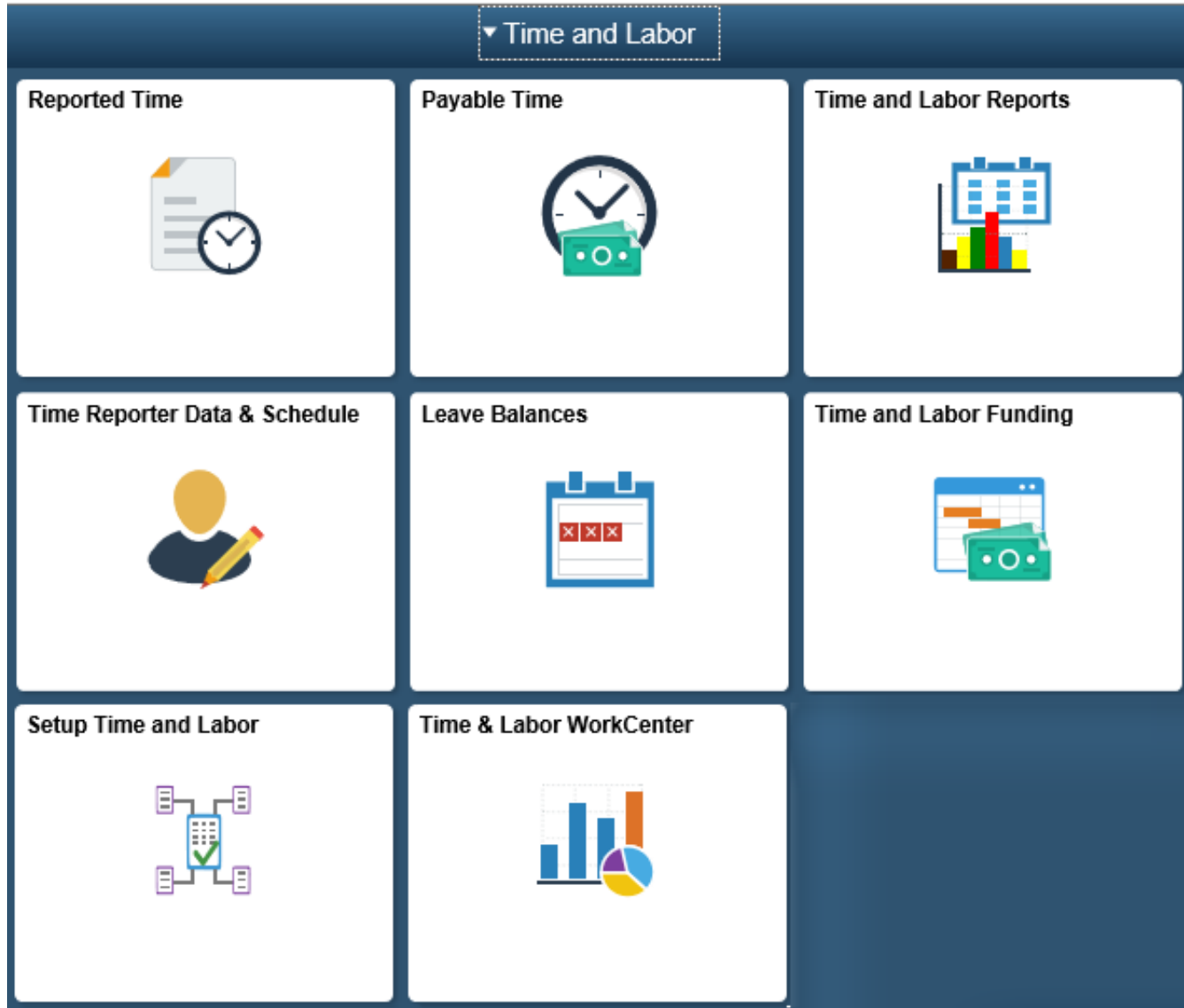
Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

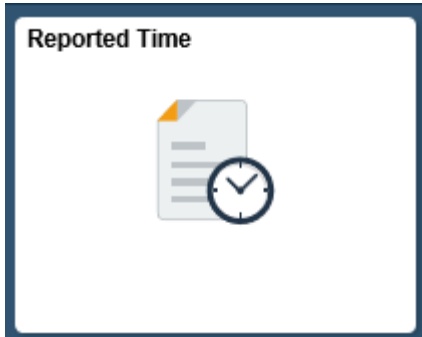
**Payroll WorkCenter**

New Window

## Time and Labor Home page:



## Pages behind the Reported Time Tile:



**Some of the Navigation Collection Items were previously listed under the Time and Labor Menu.**

Time and Labor

Timesheet

Approve Reported Time

Reported Time Audit

Time Reporter Status

Unprocessed Reported Time

Exceptions

Exceptions History

Reported Time

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

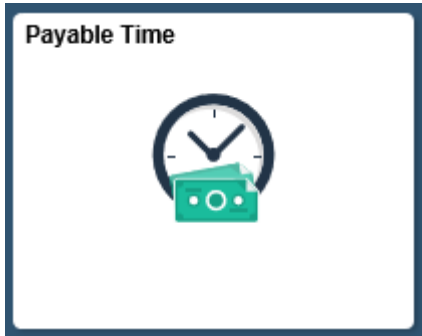
Get Employees

Clear Criteria

Save Criteria

☐ Include Inactive Employees

## Pages behind the Payable Time Tile:



**The Review Paycheck and Request Pay-Affect Adjustment Navigation Collection Items display only for those employees who also have the Payroll Role.**

Time and Labor

Approve Payable Time

View Payable Time Detail

View Payable Time Summary

Unprocessed Payable Time

Review Paycheck

Request Pay-Affect Adjustment

Payable Time

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>

## Pages behind the Time and Labor Reports Tile:



**Only Task Reporters will see the Combo Code/Task Profile link. Only Interface agency employees with the Time and Labor HR role will see the TCD Errors report link.**

[Time and Labor](#)

Time & Labor Rpts

Paper Time Document

Payable Hours Exception

Payable Status

Payable Time Extract

Reported Time Extract

Combo Code/Task Profile

TCD Errors

Workers Comp Notification

Taskgroup Exceptions

Leave Accrual

Vacation Leave Overage

### Paper Time Document

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by:

Run Control ID begins with

Search

Advanced Search

Find an Existing Value

Add a New Value

# Time Reporter Data & Schedule Tile

## Pages behind the Time Reporter Data & Schedule Tile:



Access to Time Reporter Data now takes the user directly to the Employment Data Page (where the Time Reporter Data link is located). If the user also has the Agency HR Administration role, he or she will see all Job Data. The user can also see the schedule history by accessing the Assign Work Schedule link.

Time and Labor

Time Reporter Data & Schedule

Time Reporter Data

Time Reporter Status

Assign Work Schedule

Schedule Definitions

### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

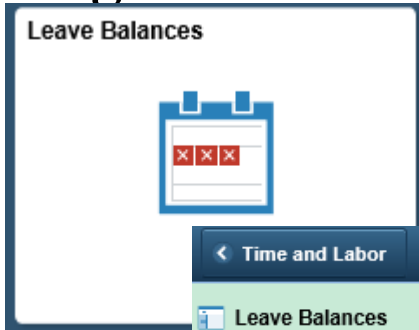
Search Criteria

Empl ID

begins with



## Pages behind the Leave Balances Tile:



**In addition to Leave Balance information, the user can easily locate the Shared Leave and employee Leave Plan links here.**

Time and Labor
Leave Balances

Leave Balances

Leave Balances History

Shared Leave

Leave Plans

Review Accrual Balances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

Search

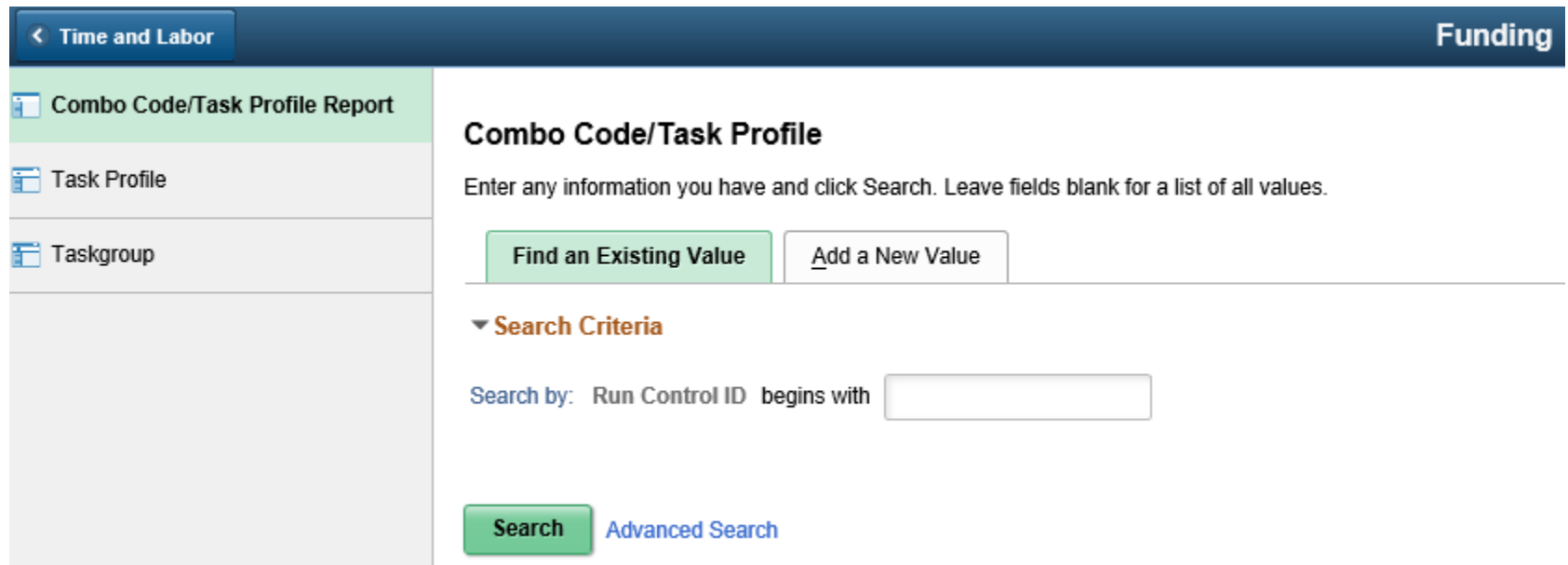
Clear

Basic Search

Save Search Criteria

49

**Only employees with the Task Reporter or Agency Commitment Accounting Specialist role will see the Time and Labor Funding Tile.**



# Setup Time and Labor Tile

## Pages behind the Setup Time and Labor Tile:

### Setup Time and Labor



**This Tile includes links for Department of Administration staff that are not visible to agencies. Agency users can see details of all schedules here. Agency staff can also see the Schedule Definitions link under the Time Reporter Data and Schedule Tile.**

< Time and Labor

Setup Time and Labor

Schedules

Schedule Definitions

Definition

Schedule Shifts

Kansas Information

Set ID SOKID

State of Kansas SETID

Schedule ID 8M-F

Schedule Details



1 of 1



Effective Date 11/01/2009

Status Active

Description 8 Hours M-F

Short Description 8M-F

Definition Type Elapsed


Days in Schedule 14

# Time and Labor WorkCenter Tile

## Pages behind the Time and Labor WorkCenter Tile:

**Did you know you can run Time and Labor queries? Check out the Reported Time by Dept by PPED query. It is easier to generate than the Reported Time Extract. The Time Reporter Data by Agency query is handy too.**

Time & Labor WorkCenter



Time and Labor WorkCenter

Links

Time and Labor WorkCenter

Time and Labor WorkCenter Job aid

Queries

Query Manager

Time and Labor

Payable Time by EE by Month

Payable Time by EE by PPED

Payable Time by EE by Quarter

Payable Time by EE by Year

Reported Time by Dept by PPED

Reported Time by EE by Month

Reported Time by EE by PPED

Reported Time by EE by Quarter

Reported Time by EE by Year

Time Reporter Data by Agency

Welcome

## Announcements

Displays Announcements pertaining to these employee.

## Announcements

- Welcome to the Time and Labor WorkCenter

# Employee Self Service: My Time

**Individual employee timesheets are located within the My Time Tile:**

**The My Time tile is visible for all Time and Labor Employee Self Service time entry users. The View Leave Balances tile is visible for all employees (excluding the Regents).**



# Employee Self Service: Timesheet

## Employee Self Service Timesheet (My Time Tile):

Employee Self Service Timesheets look essentially the same as they do now, but they may render large. The timesheet size is easily adjustable by pressing and holding the Ctrl key on the keyboard and clicking the plus (+) or minus (-) symbol to zoom in and out, or if the mouse has a scroll wheel, use it with the Ctrl key if desired. Ctrl key + 0 (zero) returns the page back to 100%.

Timesheet

[Bobo Couture](#)  
[Tailor](#)

[Actions](#)▼

Time Source

Schedule

Employee ID K0000

Empl Record 0

Earliest Change Date 02/10/2019

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 02/24/2019 📅 🔄

Reported Hours 80.0000

From Sunday 02/24/2019 to Saturday 03/09/2019 ?

Sun 2/24	Mon 2/25	Tue 2/26	Wed 2/27	Thu 2/28	Fri 3/1	Sat 3/2	Sun 3/3	Mon 3/4	Tue 3/5	Wed 3/6	Thu 3/7	Fri 3/8	Sat 3/9	Total	Time Reporting Code	Taskgroup	Task Profile ID			
<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>	<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>	80.0000	REG - Regular Earnings <input type="button" value="v"/>	173NONTASK <input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save for Later

Submit

☐ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Payable Time

Reported Time Status

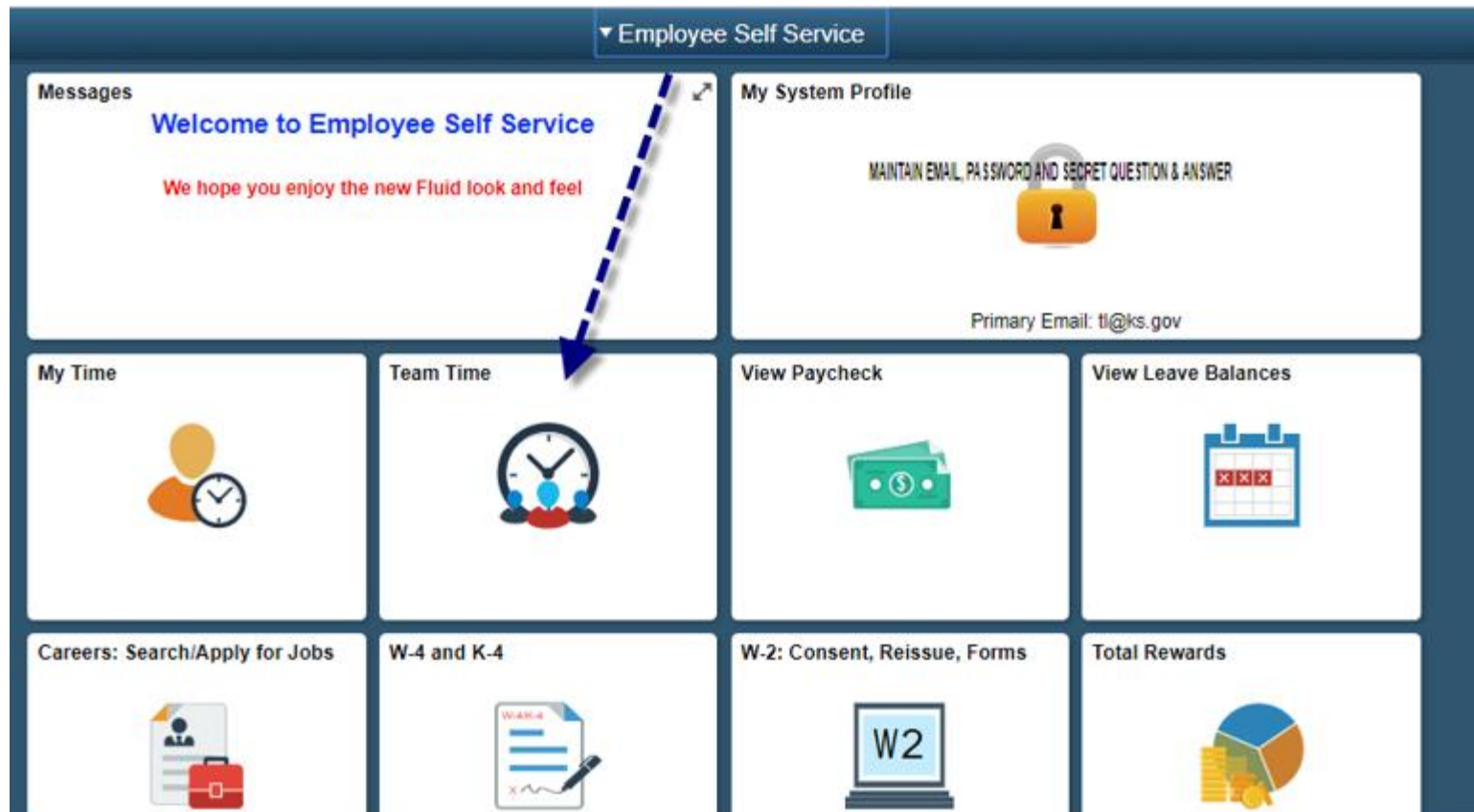
📅 🔍 1-10 of 10

Date	Reported Status	Total	TRC	Description	Add Comments
02/25/2019	Saved	8.0000	REG	Regular Earnings	

# Employee Self Service: Team Time

**View employee timesheets and approve employee timesheets using the links within the Team Time Tile:**

**There are two Navigation Collection Items that appear after clicking on Team Time. The default is Approve Employee Time. The other item is View Employee Timesheets.**



# Employee Self Service: Approve Time

**Supervisors will see employees who report directly to them after clicking Get Employees:**

Supervisors will no longer see both direct and indirect reports at the same time when they click Get Employees, unless they remove the Time Reporter Group. For details on how to look up a supervisor's Time Reporter Group, refer to Time and Labor TL370: Self-Service Users [Lesson 3: Reviewing and Approving Timesheets](#) computer based training material which is located at <https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training>.

Employee Self Service
Team Time

Approve Employee Time
View Employee Timesheets

### Approve Reported Time

#### Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria



## Workforce Administration Homepage:

▼ Workforce Administration

Hire Employee



Maintain Employee Record



Workforce Reports



Tables



## Pages behind the Hire Employee Tile:



Workforce Administration

Modify a Person

Add a Person

Add Employment Instance

Manage Hires

Job Data

General Deduction

Tax Data

Retirement Plans

Direct Deposit

Emergency Contacts

Driver's License

Maintain Employee Review

Timesheet

Savings Plans

Employee Job Action History

Search by National ID

Accrual Balances

Accrual History Balances

Create Additional Pay

Add/Update Position Info

KPERS Employer Portal

MAP Employer Portal

Hire Employee

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Empl ID

begins with

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

☐ Include History

☐ Correct History

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

A combination of pages from various modules come together to make hiring an employee efficient.

Depending on security, users may not see all pages in the navigation collection.

Make note of the two external links at the bottom for quick access to MAP and the KPERS portal.

Some agencies may not use every page included in the navigation collection.

## Pages behind Maintain Employee Record Tile:



A combination of pages from various modules makes it easy to update all facets of an employee's record in one location.

Also included are several frequently used reports as well as compensation pages for longevity bonus management.

Please note the three external links located at the bottom for those times MAP and the KPERS portal also need to be updated.

Workforce Administration

Maintain Employee Record

Job Data

Modify a Person

General Deductions

Tax Data

Retirement Plans

Direct Deposit

Emergency Contacts

Driver's License

Accrual Balances

Accrual History Balances

Maintain Employee Review

Savings Plans

Badge

Maintain Longevity Bonus

Maintain Longevity Bonus - Man

Maintain Bonus Pay

Maintain Salary Increase

View Assign Work Schedule

Employee Job Action History

Workers Comp Notification

Years of Service

Year to Date Balances

Check Year-to-Date

Create Additional Pay

Add/Update Position Info

Document and Forms

KPERS Employer Portal

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Keyword Search

Search Criteria

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

Include History

Correct History

Search

Clear

Basic Search

Save Search Criteria

59

## Pages behind Workforce Reports Tile:



Workforce reports are in one location. The core SHARP user's Run Control IDs will carry forward during the upgrade.

### < Workforce Administration

### Workforce Reports

#### Employee Job Action History

Employee Job Code History

Employee Detail Profile

Employee Email/Phone Listings

Employee Movement

Employee Review History

Employee Turnover

Employee Turnover Analysis

Employees Needing Orientation

Create As-of-Date Request

Create Calendar Year Request

Create From/Thru Dates Request

Credit Card Terminations

Database Audit

Department Action Notices

Department Class Summary

Executive Branch Summary

Exempt/Non-Exempt Summary

Job Code Summary

Pending Future Actions

Performance Reviews Due

Primary Job Audit

Request Ad hoc Process

Supervisors Needing Cont Educ

Supervisors w/ Overdue Reviews

Supervisors w/o Training

Total Compensation Statement

SHaRP Reports Page Link

#### Employee Job Action History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

#### ▼ Search Criteria

Search by: Run Control ID begins with

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

## Pages behind Tables Tile:



**A user's security will determine whether they can view this tile or the tables in the navigation collection.**

Workforce Administration

Location Code Table

Departments

Department Budget FTE USA

Job Code Table

Tables

Location

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Set ID =

Location Code begins with

Description begins with

Salary Set ID begins with

Salary Administration Plan begins with

Geog Location Code begins with

☐ Include History
☐ Correct History

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

61

## Pages with data masking:

Some user roles don't have the security required to view the whole Date of Birth (DOB) or National ID (NID/SSN); some of the data is masked with an 'X'. If they don't have the required security, the DOB will display as 07/29/XXXX and the NID will display as XXX-XX-2345. If a user has at least one role with no masking, then the entire DOB and NID will be visible.

Biographical Details
Contact Information
Regional

Corey M Latte
Person ID K0000000000

Name
1 of 1
View All

Effective Date 10/30/2018  
Format Type English  
Display Name Employee Name
View Name

Biographic Information

Date of Birth 07/29/XXXX  
Date of Death  
Birth Country USA United States  
Birth State  
Birth Location
☐ Waive Data Protection

Biographical History
1 of 1
View All

Effective Date 10/30/2018  
Gender Male  
Highest Education Level Master's Degree  
Marital Status Single As of 10/30/2018  
Language Code  
Alternate ID
☐ Full-Time Student

National ID

1-1 of 1
View All

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	XXX-XX-2345	<input checked="" type="checkbox"/>

## **Data Masking in Employee Self-Service:**

- **Social Security Number will also be masked for all employees in Employee Self-Service as follows:**

**XXX-XX-1234**

- **The following pages will contain masking in Employee Self-Service**

**W-4 Tax Information**

**K-4 Tax Information**

**Personal Data – Additional Information**

# Employee Self Service (ESS)

## Existing ESS Menu Layout

ORACLE®

Main Menu


**Update My Profile**  
 Change your password or email address and set up or change your secret question and answer.


**View Personal Information**  
 View your name, address, phone number, marital status, birthdate and original hire date.


**View Training Summary**  
 View a summary of your training information.


**Request Training Enrollment**  
 Submit a request for enrollment in training.


**View Training Request Status**  
 View the status of your training requests.


**View Leave Balances**  
 View your leave balance of the most current paycheck. This information is not available for Regent (University) Employees.


**View Paycheck**  
 Review current and prior paychecks. This information is not available for Regent (University) Employees.

## ‘FLUID’ ESS Homepage


Employee Self Service

Messages

Welcome to Employee Self Service


We hope you enjoy the new Fluid look and feel

My System Profile


MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER  


Primary Email: connie.guerrero@ks.gov


My Time




Team Time




View Paycheck




View Leave Balances




W-4 and K-4




W-2: Consent, Reissue, Forms



View Personal Information



Employee Training Summary






**Important messages will be posted on the Messages Tile. Employees will be able to view the primary email address associated with their ESS profile on the My System Profile Tile. If incorrect they will click on the My System Profile tile to update the email address.**

Employee Self Service

Messages


Welcome to Employee Self Service

We hope you enjoy the new Fluid look and feel




My System Profile


MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER




Primary Email: test@ks.gov




My Time




Team Time




View Paycheck




View Leave Balances




W-4 and K-4




W-2: Consent, Reissue, Forms



View Personal Information





Employee Training Summary



**Employees can Click on either the Employee Self Service link in the upper left hand corner or the Home icon in the upper right hand corner to return to the Employee Self Service homepage**

[Employee Self Service](#)

General Profile Information

General Profile Information

Change password

Maintain Secret Question & Answer used for "Forgot Password"

Email

1-1 of 1

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	tl@ks.gov	+	-

Save


**View Paycheck tile-click on any paycheck to access pdf version of the pay advice**

Employee Self Service
Pay
Home

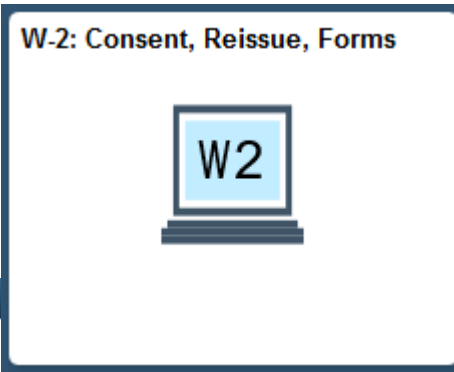
### Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
01/25/2019	State of Kansas	12/30/2018 01/12/2019	1000.00	100000
01/11/2019	State of Kansas	12/16/2018 12/29/2018	1000.00	100000
12/28/2018	State of Kansas	12/02/2018 12/15/2018	1000.00	100000
12/14/2018	State of Kansas	11/18/2018 12/01/2018	1000.00	100000
11/30/2018	State of Kansas	11/04/2018 11/17/2018	1000.00	100000
11/16/2018	State of Kansas	10/21/2018 11/03/2018	1000.00	100000
11/02/2018	State of Kansas	10/07/2018 10/20/2018	1000.00	100000

View Paycheck



**Pages behind the W-2: Consent, Reissue and Forms tile. Select the appropriate page on the left to view/change W-2 consent status, view W-2 form or submit a W-2 reissue request.**



[Employee Self Service](#)

W-2: Consent, Reissue, Forms

W-2/W-2c Consent

View W-2/W-2c Forms

W-2 Reissue Request

### W-2/W-2c Consent

You currently receive W-2 or W-2c forms electronically

Check the box next to the statement 'I withdraw my consent to receive W-2 or W-2c forms electronically' and click submit. This withdrawal of consent is valid until you submit a new consent form.

As a result of withdrawing consent, you will be unable to access electronic W-2/W-2c forms and paper W-2/W-2c forms will be mailed in accordance with IRS deadlines to the address located under the tile titled 'View Personal Information'. If your mailing address is not correct, contact your Human Resources department to update the information.

If you have any questions, please contact your Human Resources department.

Thank you,

Kansas Department of Administration  
Attn: W-2/W-2c  
700 SW Harrison St, Suite 300  
Topeka, KS 66603-3740  
Email – DA.W2Info@ks.gov  
Phone – 785-296-7059


☐ I withdraw my consent to receive W-2 or W-2c forms electronically

Submit

**Pages behind the W-4 and K-4 tile. Select the appropriate page on the left to update federal tax withholding information (W-4) or state tax withholding information (K-4).**

Employee Self Service

W-4 and K-4



Update W-4 Federal Tax Data

Update K-4 State Tax Data

W-4 Tax Information

Social Security Number

State of Kansas

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

## My Recruiting Alert Center

The screenshot displays the SHaRP Recruiting Homepage. At the top, a navigation bar includes 'SHaRP Homepage', 'Benefits', 'Manage Positions', 'Payroll', and 'Recruiting'. A red arrow points to the 'Recruiting' link. Below the navigation bar, the main content area is divided into three sections: 'My Recruiting Alert Center', 'Recruiting Activities', and 'Reports & Analysis'. The 'My Recruiting Alert Center' section features a yellow warning triangle icon with an exclamation mark. A large red arrow points from a text box at the bottom to this icon. The 'Recruiting Activities' section shows an icon of a person with a briefcase and a smartphone. The 'Reports & Analysis' section displays a bar and line chart icon. In the background, a login form is visible with fields for 'Primary Email, Password and Secret Question & Answer' and a 'Primary Email' field containing 'tl@ks.gov'.

SHaRP Homepage

Messages

**SHaRP Messages**

SHaRP Homepage

Benefits

Manage Positions

Payroll

Recruiting

Primary Email, Password and Secret Question & Answer

Primary Email: tl@ks.gov

SHaRP Information and Forms

State Employee

Recruiting

My Recruiting Alert Center

Recruiting Activities

Reports & Analysis

New Recruiting Alert Center

## New Alerts Center You Can Personalize!

**ORACLE®**
My Recruiting Alert Center

**My Alerts**

- 1 New Applicant
- 19 Questionnaire Requests
- 1 Interview Evaluation
- 112 Hires to Prepare

**My Job Openings**

Personalize | Find | View All | 1-10 of 20 | Last

Job Opening	Recruiting Location	Category	Hiring Manager	Days Open	Days to Fill Date	No Action Taken	Total Applicants
189347 - Professional Civil En...	Smith County			88		2	5
189349 - Dir of Fiscal & Asset...	Shawnee County			81		0	1
189354 - Medical Technologist	Ellsworth County			74		0	0
189357 - Look System Specialis...	Ellsworth County			73		5	10
189358 - Pm Registered Nurse ...	Wilson County			73		0	0
189372 - Human Resource Profes...	Out of State			40		0	2
189379 - Parole Officer I	Wichita County			34		0	0
189380 - Research Analyst Supe...	Shawnee County			34		2	2
189381 - Research Analyst Supe...	Out of State			33		0	0
189382 - Building System Techn...	Out of State			33	18	2	2

My Job Openings Analytics

**My Applicants**

Personalize | Find | View All | 1-2 of 2 | Last

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Applicati...
23000344002	Connie Guerrero	785/213-8168		4	189385 - Conservation Off Park...		
23000344106	Efren Gideon MeadGolden	785/555-5555		6	189380 - Research Analyst Supe...		

My Applicants Analytics

**Today's Interviews**

Applicant	Start Time
Connie Guerrero	5:00PM CST

**My Applicant Lists**

List	Access
Kristine's Private Applicant List	Private
Good Applicants - Not Chosen	Public

View All

Personalize My Job Openings

Select the filter options that determine which Job Openings display on the pagelet.

\*Display
Jobs Associated with me

\*Status
010 Open

\*Created Within
070 - Last Year

Save Cancel

## Recruiting Activities Tile



Create/Manage Job Openings,  
Create/Manage Applicants by clicking on Recruiting Activities Tile



- The [www.jobs.ks.gov](http://www.jobs.ks.gov) URL will remain the entry point for State of Kansas Job Applicants to apply for positions. Website branding will be updated and new job aides and frequently asked questions will be added.
- Applicants will click on the “Careers” button, it will take them into the “Careers” page that allows applicants to maintain their application information and search for jobs.
- Applicants will need to Register before they can apply for a Job.

**Applicants will need to create an account by selecting a User Name (userid), Password and unique email address to be able to apply for jobs**








Careers

Search Jobs

>>

Welcome

[Sign In](#) | [New User](#)

	View Jobs Posted in Last 7 Days	>
	View All Jobs	>
	My Job Notifications	>
	My Job Applications	>
	My Favorite Jobs	>
	My Saved Searches	>
	My Account Information	>

First time user creates an account



**Applicants can search for Job Postings without creating an account by selecting either ‘View Jobs Posted in the Last 7 Days’ or ‘View All Jobs’**


## Careers


### Search Jobs


»


Welcome Vicki


Sign Out


View Jobs Posted in Last 7 Days>


View All Jobs>

My Job Notifications

My Job Applications

My Favorite Jobs

My Saved Searches3 >

My Account Information>

Search for Jobs

**Applicants can search by key words, save searches, and view details of the Job Posting. Searches may only be saved by registered applicants. Applicants may also filter/search for Job Postings using Location (Recruiting Location) and Agency Name as pictured below.**

Location

Larned (75)  
Wichita (44)  
Wilson County (44)  
120 SE 10th (35)  
Kansas City (35)  
Memorial Building (35)  
Topeka (31)  
Landon State Office Building (22)  
Winfield (17)  
All Agencies (15)  
More

Agency Name

Dept for Children and Families (90)  
Larned State Hospital (78)  
Osawatomie State Hospital (65)  
Attorney General (47)  
Department of Transportation (46)

Search Jobs

Search by job title, location, or keyword

Clear Search Save Search

629 jobs found. Only the first 300 jobs can be displayed.

Procurement Officer I

Job ID 189404  
Location Wyandotte County  
Department KC Admin - Reg Payroll Only 2  
Posted Date 02/26/2019  
Close Date 03/31/2019

External Only

Secretary II

Job ID 189407  
Location Shawnee County  
Department Disciplinary Admin Temp  
Posted Date 02/26/2019  
Close Date Open Until Filled

External Only

Search Jobs

**▼ Department**

- No Value (162)
- Information Technology (23)
- Long Term Care (22)
- WI Admin Reg - PR Only 4 (21)
- America's Job Link Alliance (12)
- Maintenance (12)
- Licensed Nursing (11)
- West Admin - Reg PR Only 1 (11)
- Consumer Protection Division (10)
- Criminal Litigation Division (10)

[More](#)

**Search Jobs**

»

[Clear Search](#)
[Save Search](#)

**629 jobs found.** Only the first **300** jobs can be displayed.

---



**Procurement Officer I**

	<b>Job ID</b> 189404
	<b>Location</b> Wyandotte County
	<b>Department</b> KC Admin - Reg Payroll Only 2
	<b>Posted Date</b> 02/26/2019
	<b>Close Date</b> 03/31/2019

External Only

**Secretary II**

	<b>Job ID</b> 189407
	<b>Location</b> Shawnee County
	<b>Department</b> Disciplinary Admin Temp
	<b>Posted Date</b> 02/26/2019
	<b>Close Date</b> Open Until Filled

External Only

**Trial Court Clerk II**

	<b>Job ID</b> 189406
	<b>Location</b> Shawnee County
	<b>Department</b> Shawnee Clerk's Office CSE

**To view details of a specific Job Posting applicants can either click anywhere in the highlighted area of the specific Job Posting they are interested in or by clicking on the arrow highlighted below.**

**Search Jobs**

[Clear Search](#)
[Save Search](#)

10 latest jobs found.

**Procurement Officer I**

**Job ID** 189404

**Location** Wyandotte County

**Department** KC Admin - Reg Payroll Only 2

**Posted Date** 02/26/2019

**Close Date** 03/31/2019

External Only

**Secretary II**

**Job ID** 189407

**Location** Shawnee County

**Department** Disciplinary Admin Temp

**Posted Date** 02/26/2019

**Close Date** Open Until Filled

External Only

**After reviewing a job posting and clicking on the Apply for Job button applicants are taken to the beginning page of the employment application. NOTE: applicant must be registered and signed in to apply.**

Job Description

is Job

Procurement Officer I

Job ID 189404

Location Wyandotte County

Full/Part Time Full-Time

Regular/Temporary Regular

Apply for Job

✕ Exit

Apply for Job

Next >

1 Start In Progress

2 Resume Not Started

3 Attachments Not Started

4 References Not Started

5 Education and Work Experience Not Started

6 Online Questionnaire Not Started

7 How did you find out about us? Not Started

8 Preferences Not Started

9 Self-Identify Not Started

10 Review and Submit Not Started

Step 1 of 10: Start

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

View Terms and Conditions

☐ I agree to the Terms and Conditions

Beginning Page of Employment Application. After reading and agreeing to Terms and Conditions click 'Next' to go through the rest of the application.

**Application provides the ability to upload Resumes and Cover Letters. Other Attachments such as DD-214, Tax Clearance Certificates and Transcripts can be uploaded in the Attachments section of My Job Application on the Careers Home Page.**

Exit

Apply for Job

Previous
Next

Administrative Assistant

1 Start Complete

2 Resume In Progress

3 Attachments Not Started

4 References Not Started

5 Education and Work Experience Not Started

6 Online Questionnaire Not Started

7 How did you find out about us? Not Started

8 Preferences Not Started

9 Self-Identify Not Started

10 Review and Submit Not Started

Step 2 of 10: Resume

Resume Attachment

You have not provided a resume.

Attach Resume

Cover Letter Attachment

You have not provided a cover letter.

Attach Cover Letter

Application allows applicants the ability to upload Resumes and Cover Letters. Other Attachments such as DD-214, Tax Clearance Certificates and Transcripts can be uploaded in the Attachments section of My Job Application on the Careers Home Page










**View of the Careers Home Page of an Applicant after signing in. Applicant will see updates on their specific applicant related activities.**

## Careers

**Search Jobs**  
 [»](#)

**Welcome** [Connie](#) [Sign Out](#)

	<a href="#">View Jobs Posted in Last 7 Days</a>	<a href="#">&gt;</a>
	<a href="#">View All Jobs</a>	<a href="#">&gt;</a>
	<a href="#">My Job Notifications</a>	<a href="#">&gt;</a>
	<a href="#">My Job Applications</a>	<a href="#">7 &gt;</a>
	<a href="#">My Favorite Jobs</a>	<a href="#">&gt;</a>
	<a href="#">My Saved Searches</a>	<a href="#">1 &gt;</a>
	<a href="#">My Account Information</a>	<a href="#">&gt;</a>

**View of the My Job Applications Page of an Applicant. Applicant will see the status of any Job Postings they have applied for and this is where they upload the attachment types of Tax Clearance Certification, DD214 and Transcripts.**

**My Job Applications**

Job Title	Job ID	Location	Status	Date Submitted	Withdraw Application
Child Protection Specialist	189383	Concordia	Submitted	01/30/2019 8:54AM	<a href="#">Withdraw</a>
Building System Technician	189382	Docking State Office Building	Not Submitted	01/30/2019 2:02PM	<a href="#">Withdraw</a>
Equipment Operator	189373	Hugoton	Not Submitted	01/30/2019 2:02PM	<a href="#">Withdraw</a>
Certified Nurse Aide Splst	189262	Kansas Veterans' Home	Submitted	02/06/2019 10:04AM	<a href="#">Withdraw</a>
Child Protection Specialist	189394	Great Bend	Submitted	02/13/2019 8:00AM	<a href="#">Withdraw</a>

**My Resumes**

Attached File	Job ID	Resume Title	Date Created
<a href="#">RESUME.pdf</a>	189394	RESUME.pdf	02/13/2019 7:57AM

**My Cover Letters and Attachments**

You have not provided a Cover Letter or Attachment

[Add Attachment](#)

**Annotations:**

- Tells the applicant if their application was submitted, not submitted, or not eligible
- Date application was submitted
- Shows that the resume was attached to their application for each job posting.
- Applicant can choose to withdraw their application
- Applicant can view their application
- No attachments have been uploaded

- **March 1, 2019 – March 27, 2019:** All Job Openings must have a close date entered no greater than **Thursday, March 28, 2019**. All Job Openings will require the selection of templates after cutover.
- Due to the cutover, a shortened payroll cycle for both SHARP/Regent agencies will be implemented for the **Pay Period Ending March 23, 2019** with **SHARP Final Pay Confirm occurring on Wednesday, March 27th**. Review Info Circ. 19-P-019 for details of the payroll processing date changes to ensure employees are paid timely and accurately.
- **Thursday, March 28, 2019:** All job openings will close on Thursday, March 28<sup>th</sup>. Recruiter will have the ability to view and manage all prior Job Openings after cutover.

- **Friday, March 29, 2019:** After March 29<sup>th</sup> applicants will not be able to view job postings or apply for jobs until the updates are complete. The State Employment Center website will be updated to notify applicants that a new application and Job Search process will begin on Thursday, April 4, 2019.
- **Saturday, March 30, 2019 - Monday, April 1, 2019:** SHARP will be upgraded to the new Fluid version of SHARP and no access will be available for SHARP or Employee Self Service

- **Tuesday, April 2, 2019:** Access for SHARP and Self Service users to the new Fluid version of SHARP is scheduled to be restored on Tuesday, April 2, 2019.
  - SHARP and Self Service User IDs and passwords will be the same as User IDs and passwords on Friday, March 29, 2019.
  - A notice will be sent out on April 1, 2019 to notify agencies of SHARP/ESS availability on April 2nd.
  - **First day Recruiters can enter Job Openings for Candidate Gateway. Job Openings should have an open/posting date of April 4, 2019.**

- **Wednesday, April 3, 2019:** Recruiters continue to enter Job Openings with a post date of April 4, 2019
- **Thursday, April 4, 2019:** First Day Candidate Gateway is available for Applicants to view job postings and apply on-line for positions

- **Distribute copy of ‘Exciting changes are coming to Employee Self Service on April 2, 2019!’ to all employees. Document can be found at:**  
**[https://www.admin.ks.gov/docs/default-source/ops/fluid92/ess-fluid-announcement.pdf?sfvrsn=70d98cc7\\_2](https://www.admin.ks.gov/docs/default-source/ops/fluid92/ess-fluid-announcement.pdf?sfvrsn=70d98cc7_2)**
- **Other important dates are listed in Informational Circular 19-P-019 Payroll Processing Date Changes for the March 23, 2019 Pay Period End Date Due to the SHARP FLUID Upgrade (March 1, 2019).**
- **SHARP users are not required to retake SHARP CBTS but we encourage you to review all of the revised training materials to familiarize yourself with the changes. SHARP Fluid 9.2 Training and Desk Aides are being added to the SHARP website as they are completed and can be found at:**  
**<https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training>**
- **The next Recruiter’s Network Meeting is scheduled for Monday, March 25, 2019. It will be at the Eisenhower State Office Building, 4th floor Auditorium A. Meeting details will be sent closer to the date of the meeting.**

# Questions?

